Taft and Mease Elementary School Parent-Student Handbook 2026-2027

"Learning and Success for All"











Wildcat Welcome

We are excited to welcome everyone to another great year in the Humboldt Community School District! Whether you are new or returning to the district, we hope you will find this school year memorable and exciting as a Wildcat.

The Humboldt Community Schools are known for their excellence in academic and extracurricular activities. The district strives to be student-centered in its actions and decisions. Humboldt students will have the ability to learn and have success. Cooperation is, of course, the key, and toward that end, we suggest that you read this handbook thoroughly. It communicates student expectations and the district services available. Visit www.humboldt.k12.ia.us for current events and information about the district, calendars, our programs, and academic progress.

We have a strong focus on academic excellence, and we continually examine both teaching and learning to provide the highest quality of instruction for our students. The staff continues to work throughout the year to implement new research-proven techniques and insights into improving instruction and student achievement. The district must schedule professional development time throughout our school calendar to accomplish continuous instructional improvement.

Effective relationships between school and home are critical to each child's education. The best way to ensure this is to focus on working together. You are welcome in our buildings and classrooms at any time. We are responsive to the needs of our parents and community stakeholders. We are committed to producing good citizens equipped with the tools needed for success. Please feel free to email us with any questions or comments you might have.

Thank you for your ongoing support of our effort as a district to make learning a productive and enjoyable experience.

Have a great school year.

Educationally yours,

Michelle Dyvig and Jenna Haselhuhn

Administrators

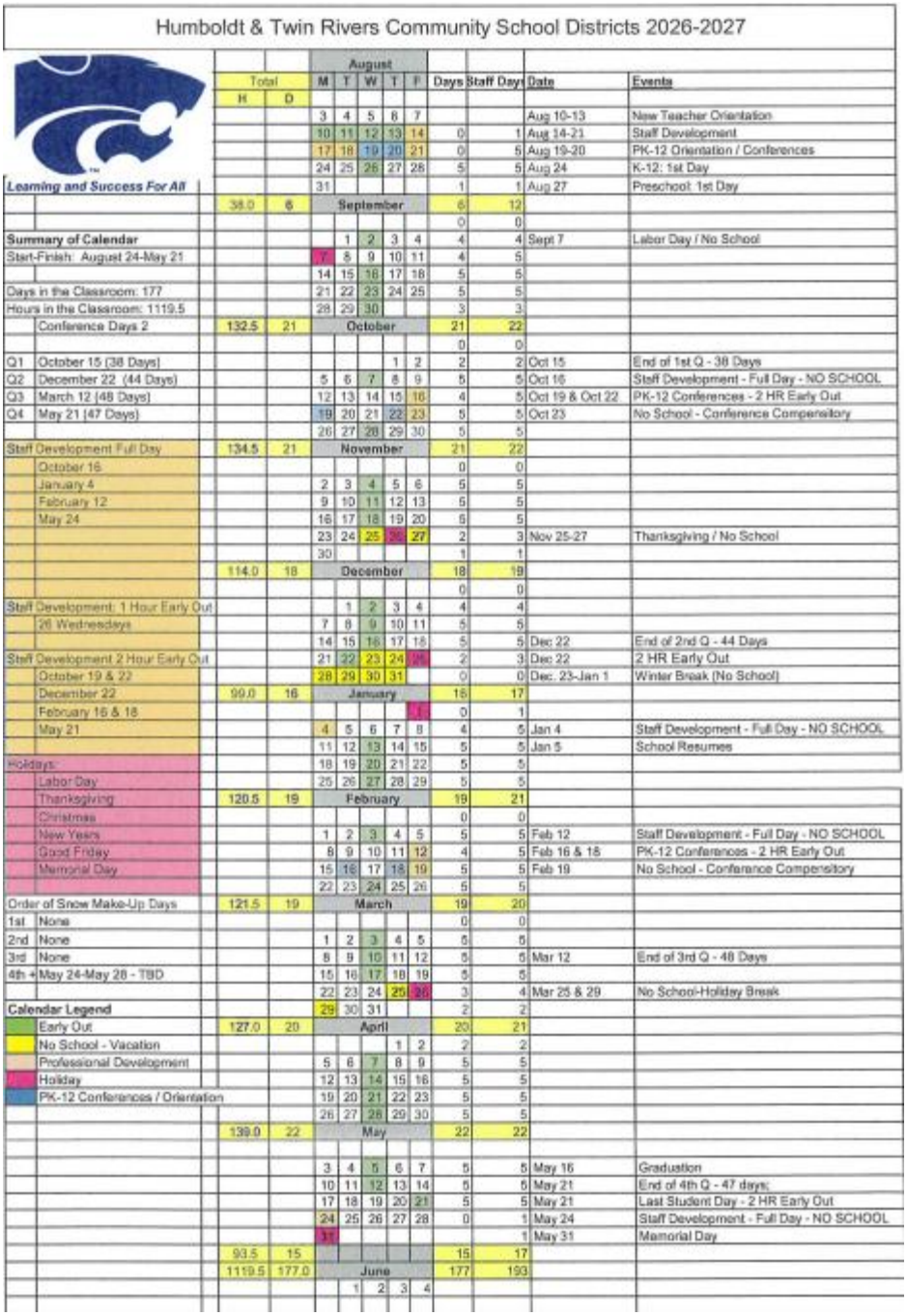
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Humboldt & Twin Rivers Community School Districts 2026-2027

Learning and Success For All

Summary of Calendar	Total H	Total D
Start-Finish: August 24-May 21		
Days in the Classroom: 177		
Hours in the Classroom: 1119.5		
Conference Days 2	132.5	21
Q1 October 15 (38 Days)		
Q2 December 22 (44 Days)		
Q3 March 12 (48 Days)		
Q4 May 21 (47 Days)		
Staff Development Full Day	134.5	21
October 16		
January 4		
February 12		
May 24		
	114.0	18
Staff Development: 1 Hour Early Out		
26 Wednesdays		
Staff Development 2 Hour Early Out		
October 19 & 22		
December 22	99.0	16
February 16 & 18		
May 21		
Holidays:		
Labor Day		
Thanksgiving	120.5	19
Christmas		
New Years		
Good Friday		
Memorial Day		
Order of Snow Make-Up Days	121.5	19
1st None		
2nd None		
3rd None		
4th + May 24-May 28 - TBD		
Calendar Legend		
Early Out	127.0	20
No School - Vacation		
Professional Development		
Holiday		
PK-12 Conferences / Orientation		
	139.0	22
	93.5	15
	1119.5	177.0

August M	T	W	T	F	Days	Staff Days	Date	Events
3	4	5	6	7			Aug 10-13	New Teacher Orientation
10	11	12	13	14	0	1	Aug 14-21	Staff Development
17	18	19	20	21	0	5	Aug 19-20	PK-12 Orientation / Conferences
24	25	26	27	28	5	5	Aug 24	K-12: 1st Day
31					1	1	Aug 27	Preschool: 1st Day
September					5	12		
					0	0		
	1	2	3	4	4	4	Sept 7	Labor Day / No School
7	8	9	10	11	4	5		
14	15	16	17	18	5	5		
21	22	23	24	25	5	5		
28	29	30			3	3		
October					21	22		
					0	0		
			1	2	2	2	Oct 15	End of 1st Q - 38 Days
5	6	7	8	9	5	5	Oct 16	Staff Development - Full Day - NO SCHOOL
12	13	14	15	16	4	5	Oct 19 & Oct 22	PK-12 Conferences - 2 HR Early Out
19	20	21	22	23	5	5	Oct 23	No School - Conference Compensitory
26	27	28	29	30	5	5		
November					21	22		
					0	0		
2	3	4	5	6	5	5		
9	10	11	12	13	5	5		
16	17	18	19	20	5	5		
23	24	25	26	27	2	3	Nov 25-27	Thanksgiving / No School
30					1	1		
December					18	19		
					0	0		
	1	2	3	4	4	4		
7	8	9	10	11	5	5		
14	15	16	17	18	5	5	Dec 22	End of 2nd Q - 44 Days
21	22	23	24	25	2	3	Dec 22	2 HR Early Out
28	29	30	31		0	0	Dec. 23-Jan 1	Winter Break (No School)
January					16	17		
				1	0	1		
4	5	6	7	8	4	5	Jan 4	Staff Development - Full Day - NO SCHOOL
11	12	13	14	15	5	5	Jan 5	School Resumes
18	19	20	21	22	5	5		
25	26	27	28	29	5	5		
February					19	21		
					0	0		
1	2	3	4	5	5	5	Feb 12	Staff Development - Full Day - NO SCHOOL
8	9	10	11	12	4	5	Feb 16 & 18	PK-12 Conferences - 2 HR Early Out
15	16	17	18	19	5	5	Feb 19	No School - Conference Compensitory
22	23	24	25	26	5	5		
March					19	20		
					0	0		
1	2	3	4	5	5	5		
8	9	10	11	12	5	5	Mar 12	End of 3rd Q - 48 Days
15	16	17	18	19	5	5		
22	23	24	25	26	3	4	Mar 25 & 29	No School-Holiday Break
29	30	31			2	2		
April					20	21		
			1	2	2	2		
5	6	7	8	9	5	5		
12	13	14	15	16	5	5		
19	20	21	22	23	5	5		
26	27	28	29	30	5	5		
May					22	22		
3	4	5	6	7	5	5	May 16	Graduation
10	11	12	13	14	5	5	May 21	End of 4th Q - 47 days;
17	18	19	20	21	5	5	May 21	Last Student Day - 2 HR Early Out
24	25	26	27	28	0	1	May 24	Staff Development - Full Day - NO SCHOOL
31					1	1	May 31	Memorial Day
					15	17		
June					177	193		
	1	2	3	4				

[Digital Access: 26-27 School Calendar]

[(Spanish)]

Introduction

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension (in ½ day or full day increments), probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the administration office at 332-1330 for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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 designee 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 and vehicles. 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.

Humboldt Community School District Mission

"Learning and Success for All"

Humboldt Community School District Belief Statements
We Believe Everyone Can Learn and Be Successful

- When the environment is safe, stimulating, and caring
- When there is mutual respect
- When the individual social, emotional, intellectual, physical, cultural and behavioral needs are met
- When they have a choice in what they learn
- When expectations are clearly defined
- When the curriculum is relevant, rigorous, and engaging
- When instruction and assessment are varied to meet student needs
- When challenged with learning situations that require critical and creative thinking
- When feedback is thorough and consistent
- When all stakeholders are involved and supportive

Governor's Safety Hotline -

The Iowa Department of Public Safety's Governor's School Safety Bureau, partnering with the Department of Education, has launched a free and anonymous school safety threat reporting platform.

The app will be available to students, staff, parents, and community members to help identify a crisis. Reports made through the app will be anonymous.
You can make reports in three ways:

- Downloading and using the free Safe+Sound Iowa app
- Going to SafeandSoundIowa.gov
- Calling the Safe+Sound Iowa hotline at 800-224-6018

Board Policies

Board Policies can be referenced online at this link: Board Policies

Policy Title	Policy Number
Abuse of Students by School District Employees	Board Policy 402.3
Anti Bullying / Anti Harassment Policy	Board Policy 104
Anti-Bullying/harassment investigation procedures	Board Policy 104.RI
Internet Access and Internet Safety	Board Policy 605.6
Staff Technology Use/Social Networking	Board Policy 401.13
Student Complaints and Grievances	Board Policy 502.4
Student Fee Waiver and Reduction Procedures	Board Policy 503.3R1
Student Appearance	Board Policy 502.1
Health Education	Board Policy 603.5-603.5E1
Open Enrollment	Board Policy 501 .14-501.15
Student Directory Information	Board Policy 506.2 – 506.2R1
Education Records and Reports	Board Policy 506.1-506.1E9
Student Health and Immunization Certificates	Board Policy 507.1
Administration of Medication to Students	Board Policy 507.2
Smoking – Drinking - Drugs	Board Policy 502.7
Student Conduct	Board Policy 503.1
Good Conduct Eligibility Rule	Board Policy 503.4
School Bus Seat Belt Policy	Board Policy 711.10R1
Use of Recording Devices on School Property	Board Policy 804.6
Use of District Owned Recording Devices	Board Policy 804.6R1
Public Conduct on School Premises	Board Policy 903.4
Search and Seizure	Board Policy 502.8
Student Lockers	Board Policy 502.5
Weapons	Board Policy 502.6
Student Expression and Student Publications	Board Policy 502.3-502.3R1
Annual Notice of Nondiscrimination	Board Policy 102.E1
Meal Charges	Board Policy 710.4
“We have a problem.” Process for resolving issues with staff.	Board Policy 213.1 & Chain of Communication

FEDERAL MANDATES

Highly Qualified Teachers

Parents/Guardians in the Humboldt Community School district have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 515-332-1330 or sending a letter of request to the Office of the Superintendent, 23 3rd St N P.O. Box 130 Dakota City, IA 50529.

Non-Discrimination Statement/Grievance Procedure

It is the policy of the Humboldt Community School District not to discriminate on its educational programs, activities, and employment practices on the basis of race, creed, color, age (for employment), sex, sexual orientation, marital status (for programs), national origin, disability, or religion. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for more information about the district's grievance procedures, please contact the District Equity Coordinator, Michelle Thomas, 401 13th St. S., Humboldt, IA 50548 (515 332-1330), mthomas@humboldt.k12.ia.us, or the Iowa Civil Rights Commission: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); web site: https://icrc.iowa.gov. or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone (303-844-5695)-Fax (303)844-4303. TDD: 800-877-8339, Email: OCR.Denver@ed.gov

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *30 working days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within *7* working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within *30* working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within *10* working days after receiving the decision, either party appeals the decision to the superintendent by making a written request

detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Fees and Expenses

Registration and Textbook: The cost of school registration and use of textbooks is determined by the Board of Education each year. Assessment for lost textbooks and for those damaged beyond normal wear will be as follows:

Book/computer in use for first year	replacement cost
Book/computer in use for second year	10% off current replacement cost
Book/computer in use for third year	20% off current replacement cost
Book/computer in use for fourth year	30% off current replacement cost
Book/computer in use for fifth year	40% off current replacement cost

Most textbooks now cost more than $75.00. Upon approval of the school principal, a higher assessment, including actual replacement cost, may be made than indicated in the above table. Students may also be assessed fines of a lesser amount for damages which do not render the book unusable.

Online Payments

The online payments tool in Infinite Campus allows parents to make online payments to their student's accounts for fees, and/or deposit money into food service accounts, and generate a food service transaction report. There will be a $3.00 convenience fee applied to all online transactions. This helps to offset the cost of the fees charged to the school. Payments can only be made from the **Family Payments** section of the Portal. The **Payments** link appears in the Portal index. To begin the online payment process for a fee, select **Payments** from the index. The online payment editor will appear, displaying outstanding fees for all students within the Household. (If students of the household do not have any pending fees, no fees will display in the Fees area.) Details of the fee can be viewed by selecting the (+) sign next to the fee name. A fee shown in red indicates that a payment for the full amount has not been paid before the due date assigned by the school. The Food Service account will always show for each student with the remaining balances in each account. Register your payment method and fill in the amounts you wish to pay. You will have the option of having your receipt emailed to you on the **Make a Payment** screen, or printing the receipt from the screen once the transaction has been processed.

Nexcheck

Your Check is Welcome. The Humboldt Community School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Humboldt Community School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL. 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

All School Debts (lunch, registration, etc.)

All students with a debt of $150 will have a letter sent to parent/guardian that if not paid in one month, will be turned over to a small claims court/collection agency. It will be the parent/guardian responsibility to pay off debt. Free and Reduced families with children in grades 5 to 12, please be aware that an extra main dish at lunch is $1.50 and extra milk is .50 and NOT free or reduced in price.

Payment of Meals

All meal purchases are to be prepaid before meal service begins. Families may add money (e.g., electronic payment via Infinite Campus, pay at the school offices, etc.) Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

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 of an outstanding negative balance once the balance reaches $10.00 by Infinite Campus. Negative balances of more than $*50.00 and $75.00* will be turned over to the superintendent or superintendent's designee to send letters. Balances of $150.00 or more will be sent a letter giving one month to make a payment/set up a payment plan or turned over to small claims/collections.

Crisis Instructions for Parents

The Humboldt Community School District is committed to the safety of all children and staff. We ask that you cooperate in following these procedures if you hear that there is an emergency at school.

- The Crisis Response Team will be activated and appropriate steps taken to provide a safe and supportive environment for children and staff.
- PLEASE DO NOT CALL SCHOOL. We must have all phone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call, text message, or attempt to communicate with your child.
- DO NOT COME TO SCHOOL during or immediately following an emergency. The school access route and entrances must remain clear for emergency vehicles.
- When the school district determines that it is appropriate to dismiss students, a parent (or the individual designated on the emergency form) must come for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification, even high school age students. It is the responsibility of the parent to keep all emergency records up-to-date.
- Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
- Listen to KHBT. Information and specific directions for parents to follow will be announced.
- Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
- We suggest that you post these instructions near your phone at home and in an accessible area while at work.

Public Records

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. The Humboldt Community School District has delegated two officials with the responsibility of implementing the requirements of this Chapter. Those two individuals are the Superintendent of Schools and the Board Secretary. Requests to examine or copy public records should be made to one of these two designated officials. Such a request shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act and shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the Board Secretary.

Bus Procedures

The Humboldt Community Schools takes pride in the transportation service it provides. Safety is our priority at all times.

School buses are considered to be an extension of the school itself, so all the rules and regulations that apply during school time should be observed on the buses as well. It is important to remember that riding a bus

is a privilege, not a right. Rules for bus behavior are posted in each bus and students will be expected to observe these rules for the safety of all involved.

The Humboldt Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with the other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration

Violations of the rules and procedures will typically result in the following disciplinary actions:

1. The "first" note is only a WARNING* and a Bus Violation Report will be filled out by the driver and referred to the Building Principal and Transportation Director. Parents who wish to contact the driver should initiate that contact through the Transportation Director at the District Office
2. The second note will bring DISCIPLINARY ACTION * and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact either the bus driver, the child's Principal or the Director of Transportation to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The "third" note may bring from one day to complete SUSPENSION* from riding the bus. (Parents or guardians must meet with the bus driver, the Director of Transportation, Principal and Superintendent if a student is to be allowed to ride the bus after the suspension period—and then—only if proper corrective measures have been worked out.)

*Depending on the seriousness of the violation, the Principal or the Transportation Director may deviate from the order outlined above.

Rural route riders who have indicated that they will not be riding during a particular year, should then only ride in the case of necessity. A written request from the parents must be presented to the Principal who will issue a permit, if approved. This regulation is necessary because buses may be loaded to capacity.

If for some reason there is a change (on your regular route only, we do not deviate from that route) in the after school routine of your child (going home with another student, going to a babysitter, grandparent, etc.) please send a note informing us of the change. This will help assure that we are following your instructions. This is especially true of younger students. Please do not attempt to have your child ride on another route bus as space may be limited.

Bus Rules for Pupils – Humboldt Community School District

A. Respect for Authority

1. The driver is in full charge of the bus and pupils are requested to comply promptly, cheerfully and with the driver's requests.
2. Each pupil may be assigned a seat and held responsible for that seat.
3. Pupils must obey and respect monitors or patrols on duty.

B. Respect for the Rules of Safety

1. Remain seated while the bus is in motion.
2. No pupil will extend arms or head out bus windows.
3. Pupils must not get on, off or move about when the bus is in motion.
4. Pupils who cross the road at bus stops must make sure of a safe crossing.
5. In case of a road emergency, pupils are to remain on the bus.

C. Respect for the Rights of Others

1. Pupils must be on time. The bus cannot wait or return.

2. Ordinary conversation and reasonable conduct are to be observed. Any pupil guilty of unbecoming conduct, inappropriate language, or casting abuse on others, may forfeit the right to ride.

D. Respect for Property

1. Pupils must not throw waste paper or rubbish either on the floor of the bus or out the bus window.
2. Bus riders should not tamper with the bus or equipment.
3. Any damage is to be reported at once to the driver.

Injury or Illness at School

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. First aid will be administered as necessary. Ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. 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.

If your child is sick or sent home sick, your child must be symptom free without medication for 24 hours before returning to school. Here are some guidelines on when to keep your child home.

- Vomiting
- Diarrhea
- Severe or uncontrolled cough
- Unexplained rash or skin irritation
- Swelling, redness, drainage or discomfort of the eye
- Temperature of 100.4 degrees F or higher
- Any communicable diseases (flu , strep ect.) If your child is started on an antibiotic, they must be on it for 24 hours before returning to school.

Theft

Theft can be a problem in any school setting and our schools are no exception. For this reason all students should exercise the best judgment, care, and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day. If it is necessary to have a large sum of money at school, please leave it in the office for safe-keeping.

The schools will do everything they possibly can to insure against theft and to deal with it when it occurs. Whether school property or personal property is involved, the ultimate responsibility of a lost or stolen article belongs completely with the student. The school is not responsible for any such losses.

Students should report lost or stolen articles to the Principal's office immediately. The same should occur for articles found at school. Stealing or abusing the property of others is a serious offense which will result in severe penalties.

School Nurse

The health of the school age child, although basically the responsibility of parents, is also a necessary part of modern education. Health services are designed to protect student health and to aid each child in reaching and maintaining his or her best possible state of well being. The school nurse is a member of the school health team and works in partnership with the teacher to educate the students to practice good health. Functions of the school nurse include dealing with sudden illness plus communicable disease prevention and control, health appraisal including vision screening and keeping health records. Health counseling and interpretation to parents, students, teachers and physicians is another service. All of these efforts attempt to provide a safe and healthful school environment. If a student requires special health services refer to Board Policy 507.8.

A school nurse is available in each building during part of the school day. The school nurse assists in the development of an interrelated, coordinated total health program which includes health services, health education, and a healthy school environment. The school designee/nurse is in charge of administering medications.

1. All medications shall be kept in a designated place in each building accessible only to those responsible for giving medications.
2. Persons responsible for giving medications may be the school nurse, school secretary, school counselor, or the school principal who will have successfully completed a medication administration course.
3. Emergency protocols for medication-related reactions shall be posted.
4. Medication information shall be confidential information and shall be available to school personnel with parental authorization.

HEAD LICE Since schools are where children congregate for nine months of the year, this is where the problem is often first recognized. Parents should assume that lice may be present at any time in the school and should screen their children weekly. ALL cases of head lice should be reported to the school nurse. Staff that have a need to know will then be informed. If head lice are found, please notify the friends and families that your children have had contact with in the prior 2 weeks. It is critically important to follow the treatment plan for hair care and housekeeping to prevent recurrence. Children are not required to stay home from school if head lice are found.

Loitering

No solicitation or unauthorized gathering will be allowed in any school district parking lot between the hours of 4:00 p.m. and 8:00 a.m. Students in violation of this rule for use of school property may be subject to disciplinary action and the District reserves the right to notify law enforcement of any trespassing in violation of this rule.

Delivery of Flowers/Balloons, etc.

Flowers, balloons, singing grams, etc. delivery is accepted every day of the school year except Valentine's Day due to the mass volume of these items and the substantial disruption to the school environment and learning. Deliveries two days before and two days after Valentine's Day will also not be allowed). After students are informed that they have flowers, balloons, etc. in the office, they may pick up the flowers, etc. after school.

School Cancellation Due to Weather Conditions

When it is determined necessary to cancel school, messages are sent out via Infinite Campus Messenger and the following radio and TV stations.

Radio: KHBT-Humboldt

TV: WHO Channel 13-Des Moines, KCRG Channel 8- Des Moines

Website: www.humboldt.k12.ia.us

If school is let out early due to weather conditions, and the route driver cannot get your son or daughter home, the driver will bring your children back to school and call you to have you make arrangements to pick them up.

Humboldt 1:1 Technology Information Handbook

1:1 Adoption Schedule 2014-2015 Middle School 1:1 Adoption 2015-2016 High School 1:1 Adoption 2016-2017 Elementary 1:1 Adoption

Vision

The 1:1 device initiative gives students the tools to have instant access to the world of information and also transforms teaching and learning within the district. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the learning tools of 21st century students. A device is only the beginning. 1:1 computing aligns with Humboldt's vision for teaching and learning to actively engage all students in real-world, relevant, and academically challenging experiences, preparing them for post-secondary education and the workplace. At Humboldt, we believe the integration of technology enhances learning by increasing knowledge, skills, and the ability to think critically and apply new learning in real-life situations. With this in mind, teachers and students will be using the devices as tools to access content, to meet instructional needs, to collaborate, to communicate, and to assess progress as they move through the Humboldt system. The device's purpose is to give teachers and students a tool to improve learning. It is an exciting time in education and Humboldt is committed to meeting the needs of all learners and preparing them for the world beyond our K-12 system.

Frequently Asked Questions

- **What are my responsibilities as a parent/guardian in terms of replacement of the device if it is damaged, lost, or stolen?** The Humboldt Community School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately $200). The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by administration.)
- **What are the replacement costs of the device?** Chromebook and Carrying Bag: $200, Chromebook: $170.00, Bag: $30.00, Cracked LCD Screen: $20.00, Broken Shell: $20.00, Keyboard: $20.00, Charger: $20.00, Strap $10.00, Broken Headphone Jack: $25.00.
- **Does my child have to accept a device?** A device will be checked out to all students. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case the student will need to check the device in and out of their last period class each day.
- **As a parent/guardian, how do I monitor my child's use on the internet?** While your child is using the HCSD network, there are filters available. When your child uses another network, the device does not provide filtering at this time. Please see, "Parents' Guide to Safe and Responsible Student Internet Use".
- **What if we don't have wireless internet at home?** A device's use is maximized with wifi. In a recent survey, the vast majority of families indicated they have internet capability at home. If a family does not have wifi, a student may use the device at school, at the public library, and at friends/relatives homes.
- **Can students purchase their own bag?** No, the district has provided a bag and it should be the only bag used with the device.
- **What if a student forgets to charge the device?** There are limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will have an office referral and possible consequences

- **Will students keep the device for the summer?** Devices and all HCSD accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.
- **What is the Humboldt Community School District's investment in the total 1x1 roll out?** Over a three year period the district will invest approximately $750,000 in the 1:1 initiative.
- **How is the district paying for the device?** The district will use PPEL, SILO, and General Fund money to purchase the computers.

Receiving a Device

Parents/guardians and students must read, sign, and return the user agreement and parent/guardian permission form before a device is issued to the student.

Devices, carrying cases, and AC charges will be labeled and will be linked to the serial number of the device. Users should have no expectation of privacy of materials found on the device or a school supplied or supported email service. The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and the technology coordinator shall have both the authority and right to examine all computers and computer-like equipment and internet activity including any logs, data, e-mails, and other computer related records of any user of the system. The use of e-mail is limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

Agreements

- I will return the device, power cables, and case on the last day of my enrollment or earlier if requested by the district. I understand that I will be billed for replacement costs if the device is not returned promptly.
- I will treat this device with the same care as if it were my own property.
- I will maintain the device in clean condition.
- I will avoid use in situations that are conducive to loss or damage. Any damage beyond normal wear and tear will be the responsibility of the person it is issued to.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction and/or damage to a teacher or Media Specialist. In case of loss or theft I will inform the building administrator.
- I will always transport the device within the case provided whenever leaving the school building.
- Learning is an anytime/anywhere activity. Students are allowed and encouraged to take their mobile device with them as they see fit. However, the mobile device is expected to be charged and in working order and with the student during normally scheduled school days.
- Purchased apps or programs installed by the student outside of the district mobile device management system will not be reimbursed by the school district. This will hold true even if the purchased apps becomes part of a future standard app package.
- I will adhere to the Humboldt Community School District's Acceptable Use Policy when using this device at all times and locations.

Using the Device

Using a Device at School

- Devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

Charging a Device's Battery

- Devices must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- In cases where the battery does "run out", students may be able to connect their device to a power outlet in class.

Earbuds

- The uses of earbuds in class and/or during study times are at the teacher/supervisor's discretion. Ear buds will be provided by students.

Device Left at Home

- If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present.

Screensavers/Background Photos

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds.
- Music is only allowed on the device at the discretion of the teacher.

Legalities

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist.
- Plagiarism is a violation of the HCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to HCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

Using the Device Camera

- If the device comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

General Care

- Treat this device with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, cover, or plastic casing. If these actions are taken, families will be charged a repair based on the loss. Here are some examples:
    - Keys are ripped off/removed
    - Charging port damaged
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the device clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the device.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open device. This is applicable at school and at home.
- Avoid extended use of the device directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury.
- Do not allow anyone else to use your device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.
- Keep the device in a safe place.
- The device has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Do not attempt to contact the devices service department directly for repair questions. Please contact the school district.
- Avoid leaving the device in environments with excessively hot or cold temperatures, such as a car or another vehicle.
- Avoid sharp objects near the device.

Cleaning

- Device screens show fingerprints and smudges easily, follow proper cleaning procedures to keep your screen looking new. Power down the device before cleaning. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the clearing areas that do not appear to be coming clean with the dry cloth. Screens can cost over $20 to replace, so it is imperative that they are cleaned appropriately. If damage occurs because of improper cleaning, it will be the responsibility of the student to pay a replacement fee.

Device Undergoing Repair

- Loaner devices may be issued to students when their devices are being repaired by the school. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed.

Student Access & Monitoring

- There is no reasonable expectation of privacy while using HCSD devices, networks, or technology. Ultimately the device is the property of HCSD, and **HCSD has the right to determine what is appropriate and to search the device if necessary at any time.**
- HCSD's filtering software allows HCSD to block websites that are inappropriate for students whether they are accessing the web via HCSD wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed HCSD personnel to monitor student device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

NOTE: The Humboldt Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

Parents Guide to Safe and Responsible Student Internet Use

The Humboldt Community School District recognizes that with new technologies come new challenges to both teachers and parents. Below are suggestions drawn from a wide variety of professional sources that may assist you in effectively guiding your child's use on their device.

- **Take extra steps to protect your child.** Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you are there and help teach him/her how to act socially while online.
- **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the device.** While the device is very engaging, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs**. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
- **Read and share with your child the Humboldt 1:1 Technology Information Handbook**. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety

- Talk with your child about online behavior, safety, and security continually. Set rules for the internet just as you do on use of all media sources, such as television, phones, movies, and music.
- Monitor your child's device use. Know their passwords, profiles, and blogs. When the device is at home it is strongly recommended that it is used in a common family location.
- Let your child show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for device use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Reminder: HCSD provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

Turning in device at end of year

All students are required to return the device at the end of the school year in the same working condition with all accessories issued. Any lost accessories during the school year; the student is responsible for replacement.

Responsibility for Damage

- The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage the HCSD will charge the student and parent the full cost for repair or replacement when damage occurs that is beyond normal wear and tear as determined by administration.

Responsibility for Loss/Stolen

- In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

Action Required in the Event of Damage or Loss

- Report the problem immediately to your school library media center. If the device is stolen or vandalized while not at a HCSD sponsored event, the parent shall file a police report.

Technical Support and Repair

- The HCSD has technical support, maintenance, and repair available during the school day. Please contact the tech person at your student's school building.

General Provisions

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action.

Usage of the school district's computer resources is a privilege, not a right. All information on the school district's computer system is considered the property of the school district. Users of the school district's computer network must not expect, nor does the school district guarantee privacy. The school district reserves the right to access and view any material stored, shared or accessed on school district equipment or provided services.

Personal network devices may be allowed to connect to the district network and devices. When connecting personally owned devices of any nature to district equipment and networks, prior approval of the site administrator is needed. Staff and students seeking to connect their devices to district equipment and networks agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards, individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, socioeconomic status, national origin, religion or disability or any other protected trait or characteristic.

Users will make every effort to protect district equipment from physical and electronic damage. The district reserves the right to charge a student or staff member for physical, electronic or software damages. Fines, other charges and/or loss of privileges may be imposed as a result of misuse or damage to these technology resources.

Taft and Mease Elementary

We would like to take this opportunity to welcome you to a new school year. The Statewide Voluntary Four-year old Preschool Program, Early Childhood, and Kindergarten, is located in the Early Childhood Center at Mease Elementary in Dakota City. First through fourth grades are located at Taft Elementary in Humboldt.

The Humboldt Elementary Schools will continue to have lofty expectations and the best parent support, educators and students anywhere. We will continue to provide a safe child-centered learning environment to foster growth and nurture the whole child.

We invite you to stop in to see all of the wonderful events taking place and to celebrate learning.

Volunteerism at Mease and Taft Schools continues to be very strong. Research does prove when parents are involved in their children's education; they will reach higher levels of success versus parents who are not involved. Parents will have many opportunities to be involved with their children's schools!

ABSENCES, ATTENDANCE and TARDIES

Students, your attendance and punctuality are crucial to your academic success. We expect you to be in school on time and when you are mentally and/or physically able. The Humboldt Community School District has adopted attendance policies in compliance with Senate File 2435 for the upcoming school year, underscoring the importance of these expectations. This section references School Board policies 501.03, 501.09, and 501.09R(1).

We appreciate when parents or guardians notify us of planned absences in advance of them occurring. The type of absence has no bearing on the percentages referenced below.

All days count toward your child's attendance. The exceptions that are stated in Senate File 2435 for days that do not count toward your student's attendance are:

- Students who have already completed the requirements for graduation in a public school district or have obtained a high school equivalency diploma.
- Excused for sufficient reason by any court of record or judge.
- Attending religious services or receiving religious instructions.
- Due to *legitimate* medical reasons.
- Have an IEP that affects the child's attendance.
- Have a 504 plan that affects the child's attendance.
- Being at a school, or school-related function
- Military services
- Travel to attend funeral/wedding (reasonable consideration to travel time)
- Military services

A student who reaches ten percent (10%) absenteeism for that specific grading period is considered "chronically absent." When this occurs, the school will contact the County Attorney's office and send a letter via mail to that child's parent(s)/guardian(s) to notify them of their attendance.

When a student is absent from school for greater than or equal to fifteen percent (15%) of the grading period, the school will engage with the parent(s)/guardian(s) of the student in a parent engagement meeting. The purpose of this meeting will be to identify any barriers to attendance and implement interventions to help improve the child's attendance (See Parent Engagement Meeting Template here). If participants refuse to participate in the parent engagement meeting or the "Absenteeism Prevention Plan" terms (See Absenteeism Prevention Plan Template), they violate the law and commit a public offense.

When a student reaches twenty percent (20%) absenteeism for any grading period, the student will be considered "Truant." The truancy officer shall promptly institute proceedings against any person violating this.

The grading periods at the elementary level will follow our report card timelines. Trimester 1 and Trimester 2 are combined with a mid-February end date, and Trimester 3 will go from mid-February to the end of the school year. Letters will be sent at each percentage (10, 15, and 20 percent) per grading period.

Students are expected to be at school on time. A note is to be sent with students who arrive at school late. The note must state the reason for the tardiness. Excessive tardiness is a serious matter. Tardiness will result in making up missed work at recess or after school.

Percent Absent	Steps from the school	Next Steps
0 - 9% absent	● Monitor student absenteeism rate	● Monitor student absenteeism rate.
10% - 14%	● Notify parent(s)/guardian(s) by mail, and contact County Attorney's Office. ● Student is considered, "Chronically absent."	● Monitor student absenteeism rate. ● Talk with parents about any barriers in coming to school. ● Review next steps that will occur within the attendance policy.
15% - 19%	● School will engage parent(s)/guardian(s) in "Parent Engagement Meeting." ● With parent(s)/guardian(s) at the "Parent Engagement Meeting", the school and family will create the "Absenteeism Prevention Plan."	● School will monitor the participant's compliance with the terms of the "Absenteeism Prevention Plan." ● School will contact participants at least weekly during the remainder of school calendar to monitor the performance of the participants under the plan. ● Notify the County Attorney if participants are not complying or engaging in the "Student Engagement Meeting" or the "Absenteeism Prevention Plan."
20% +	● Student will be considered "Truant." ● School will notify the Truancy Officer and rest of the participants in the "Student Engagement Meeting." ● County Attorney is notified	

SPECIAL NOTE:

Please send a note (or call the school) if there is any change in how your child should go home, or where your child should go after school. There is no supervision at either attendance center until 7:30 a.m. Doors to the schools will be open at 7:45 a.m. daily.

BELL SCHEDULE-MEASE and Taft ELEMENTARY

7:45 School Doors Open
7:45 Breakfast begins or students will go to the gym.
8:05 Students report to their classrooms
8:05 Serving for Breakfast ends
8:10 Classes Begin-Tardy Bell
3:15 Students are dismissed

STUDENTS ARE TO GO DIRECTLY HOME UPON DISMISSAL

BOOKS AND SUPPLIES

A registration fee is charged for supplies and textbooks in the elementary school. No refunds are made after April 1.

CELL PHONES

If students bring a cell phone or electronic device (Ipad, tablet, smartwatch, etc.) to school, it needs to remain in their backpack. If cell phones or electronic devices are visible throughout the day, they will be taken to the office and may be picked up at the end of the school day by the student if this is the **first violation.**

On the second and subsequent violations, the student's parent, guardian, or non-student owner may pick up the device from the school after showing proof of ownership. If devices are not claimed by the end of the school year, the student's parent, guardian, shall be given 30 days prior notice before the District will dispose of the device.

The District, including buildings and its employees, shall not assume responsibility for these items if they are damaged, lost, have any unauthorized use, or are stolen. Administration has the final say on what is an appropriate use of electronic devices.

**A telephone is available in the office for student use. Non-emergency student phone calls are discouraged. Except in cases of emergency students will not be taken from classes for phone calls.

CHANGE OF ADDRESS

It is important to inform us immediately of changes in address, telephone number, or person to contact in case of emergency. You can use the Parent Portal to make changes or contact the school office. Please notify us in advance if you plan to move outside the community.

COMMUNICATIONS

We try to keep parents informed as to what is happening in the classroom and upcoming events. Calendars, special flyers or teacher letters are sent home by e-mail. All parents will submit their email addresses at registration. If you would like to receive a paper copy of these communications, please notify the office. Please take time to read these communications.

Remind is utilized by our classroom teachers to communicate celebrations, progress, and concerns. Information on accessing this is provided at conferences before school begins.

If you would like to discuss anything with your child's teacher, please schedule an appointment/time to meet with them prior to coming into the building. This ensures the teacher is available to meet.

DRESS GUIDE

Students are expected to adhere to standards of cleanliness and appropriateness of dress compatible with the requirements of an effective learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, inappropriate halter tops, off-the-shoulder or low-cut tops, bare midriffs, extremely short skirts, and short shorts (including short athletic spandex shorts), or sheer clothing without proper undergarments are prohibited.

Dress, accessories, and jewelry that contain obscene symbols, signs, or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, sex, disability, or sexual orientation and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be required to make modifications

Students are to have boots and snow pants at school during the winter months (when snow is on the ground). Students will be allowed to leave their boots at school if they do not need them at home. Please provide appropriate footwear (tennis shoes) for your child to wear at recess and PE.

FIRE, TORNADO AND LOCK DOWN DRILLS

The fire and tornado drills and lock down drills are held throughout the year. These drills are to prepare for an actual emergency. We urge parents to stress the importance of these drills with their children.

FIELD TRIPS

Field trips are well-planned educational experiences for students. These trips are meant to be extensions of classroom experiences. They do have educational value. Written permission will be given by parents at registration.

HOMEWORK, ASSIGNMENTS, AND INCOMPLETE WORK

Homework is work not completed at school. Parents are requested to contact the teachers concerning make-up work when students are absent or if individual help is necessary.

Assigned work is an extension of the daily school program. We expect assignments to be completed and returned to the teacher the following day. If you have any questions regarding any assignments, contact your child's teacher.

ILLNESS/INJURY

Please send a doctor's excuse with your child, if they are sick or injured and cannot participate in physical education. For prolonged illness or injury the note should specify when it is safe for your child to resume participating in physical education classes.

LIBRARY/MEDIA CENTER

Students have the privilege of checking library books out on a regular basis. Library books are the property of the Humboldt CSD and are available for the enjoyment of reading at home and in school. Additional library books will be made available for checkout when the previous ones are returned. Students are responsible for the care of these books and returning them in a timely manner. Parents will be charged for lost or damaged books at the end of the school year.

LOST AND FOUND

Please put your child's name on all items (including coats, hats, mittens, boots, etc.). Labeling items will help identify found items and settle questions regarding ownership. A "Lost and Found" area is located in each school building. Any items unclaimed by the end of the year will be donated to charity.

LUNCH AND BREAKFAST PROGRAM

It is preferred that hot lunches and breakfasts be purchased in advance on a monthly basis. Students will bring home a notice when their accounts need additional funds or parents will be e-mailed. Cold lunches are allowed at school, but please do not send pop or candy with your child. Fast food meals are not permitted in our lunchroom. You may bring fast food meals and are very welcome to have lunch with your child in the office or a designated area. When fast food is brought into our lunchroom it causes a disruption with our students. You are always welcome at either elementary school to eat with your child. We ask that you call the school before 8:20 in the morning so we may obtain an accurate meal count.

Please send only water with your child to school each day; no flavored beverages or energy drinks will be allowed in the classroom.

MONEY AND VALUABLES

Our school cannot be responsible for lost money and valuables. It is highly recommended that students do not bring large amounts of money or valuables to school. If it is necessary to bring these items to school, we ask the students to check them into the office.

PARTIES, GIFTS, AND BIRTHDAY TREATS

Parties may be scheduled for Fall, Winter, and Valentine's Day. We feel that parties are part of the regular school program. These activities for all elementary students are held during the school day.

We strongly discourage flowers and balloons delivered to school for students. It is a kind and thoughtful thing to do, but they are not appropriate to have in the classroom during the school day. Children who attend birthday parties after school hours are also requested not to bring the gifts to school. Please contact your child's teacher if birthday invitations are to be handed out at school. They can help with the facilitation of these.

The HCSD has a policy regarding the types of treats allowed in school. The wellness policy may be found at www.humboldt.k12.ia.us under the lunch information in parent section.

PETS IN SCHOOL

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal

into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. When permission is granted, special instructions will be given at that time.

PHYSICAL EDUCATION

Students have physical education class once per week. Please note these days on your home calendars so that your child can dress appropriately on physical education days.

Gym Clothes

Physical education at Taft/Mease is a very activity oriented class. Your child should wear clothes that he/she can be very active in. Sometimes students play on wet grass or dirt on the playground. On physical education days have your children wear clothes that you do not care if they get a little dirty. Students should avoid wearing short shirts, baggy shorts, skirts, or dresses on physical education days.

Gym Shoes

Again, your child should wear shoes that are appropriate for outside play. The shoes should either have laces or Velcro so they stay securely on their feet. Slip on shoes or flip-flops are distracting to other students when they come off and can be unsafe during activity.

PLAYGROUND

With Wildcat Wonderland and Kollmorgen Playground, students have the use of the finest playground facilities in the state. We are very proud and appreciative of these community projects. The playground is open from 6:00 AM-10:00 PM year round.

Teachers will make students aware of the proper use of all playground facilities at the beginning of school. In general terms, however, we do not allow rough-house play at any time. Students are to respect the rights of others and play fairly. Students who are unable to behave in an appropriate way will lose recess privileges. The school discipline policy may result in discipline actions beyond a loss of recess privileges. Students who play on the equipment must always keep their heads above their feet. Appropriate shoes for recess play are required. Sandals or flip-flops are not designed for running at recess.

Wildcat Wonderland is utilized for all recess at Taft Elementary, weather permitting. Students go out for recess unless the feels like temperature is 0 degrees or below, or if it is heavily snowing or raining. Please send appropriate winter clothing with your child.

KINDERGARTEN ENTRANCE AGE

To be eligible for Kindergarten in the Humboldt Community School District, children must be five (5) years of age on or before September 15.

PRESCHOOL ENTRANCE AGE

To be eligible for Preschool in the Humboldt Community School District, children must be four (4) years of age on or before September 15.

REPORTING SYSTEM

To date, the most satisfactory system of reporting the child's progress is the parent-teacher conferences held in the fall and the spring. This is a 20-minute scheduled conference. At these conferences, parents and teachers discuss the child's progress and together they plan for his/her further development. If you require additional time, please contact the classroom teacher. Report cards are distributed to the students twice throughout the school year. Please contact the school office or your child's teacher any time during the school year with your questions. Communication between home and school is essential, and we very much want to assist in any way we can. Emailing is appropriate too.

SAFETY

Bicycles: Children in grades 1-4 may ride bicycles to school.

Safety on the Street at Taft School: We solicit the parents' cooperation in the matter of safety. Students are expected to go to the intersections to cross the streets between the white lines upon entering school and upon leaving school at Taft. Parents who transport their children to and from school are asked to drop off or pick up children on the school side of the street so students do not have to cross the street. Please keep the far left lane open on 2nd Avenue North. Please NEVER leave your vehicle double parked and unattended on the street in front of the school grounds.

Safety on the Street at Mease School: PARENTS ARE NOT TO ENTER THE BUS LANE AT MEASE AT ANY TIME. Parents who transport their children to and from school are asked to drop off and pick up children on the school side of Main Street so students do not have to cross the street. Please NEVER leave your vehicle double parked and unattended on the street in front of the school grounds.

SCHOOL ACTIVITIES

All students who attend school activities such as athletic events, plays, musicals, etc. are expected to conduct themselves in a responsible manner. Everyone should remain in a seat except at halftime, between games, and during intermission. Students should not attend functions they do not plan to watch.

SCHOOL COUNSELOR

The school counselor works with ALL students developmentally through classroom guidance lessons, small groups, and individual counseling. Students can refer themselves or be referred by teachers, parents, and administrators requesting services. To make a referral, parents are encouraged to contact the counselor directly. Follow-up communications will be made as needed. She is here for the needs of ALL elementary students.

SCHOOL ISSUED DEVICES

Using the school district's computers, iPads, and internet is a privilege, not a right. We expect students to use technology safely, respectfully, and responsibly at all times. This means:

- Only using your device for schoolwork and teacher-approved activities.
- Keeping personal information private.
- Respecting others by not using technology to be unkind or hurtful.
- Taking good care of devices so they stay in good working condition.
-

If a student chooses not to follow these rules, the following consequences will be given:
1st Offense – Loss of device privileges for 3 school days.
2nd Offense – Loss of device privileges for up to 2 weeks.
3rd Offense – Loss of device privileges for the remainder of the trimester or the rest of the school year.

TEACHER REQUESTS

A great deal of time and effort goes into developing class lists. We create class lists during March and April. We gather information from each student's teacher regarding their academic development and social behavior. Our priority is to balance each room academically and behaviorally. We also ensure that students entitled to our district support, such as special education, will be in a classroom where the schedule aligns with that student's needs. We then separate students who may not demonstrate their best behavior when paired with another student.
Please remember students will have many teachers during their educational experiences. Students acting responsibly for completing work and being respectful to all will have a successful learning experience in our classrooms. All of our teachers are willing to partner with parents to provide the best possible learning experience for their children.
We do not accept any specific teacher requests. We are always open to meeting with parents who have an educational or social concern about their child at any time and may have a sound reason for requesting NOT to have a specific teacher.

TELEPHONE CALLS

Except in cases of emergency, students or teachers are not called to the telephone during the time of classroom instruction. In case of necessity, leave a message at the office, and we shall convey important messages.
To reduce the number of students using the telephone during the day, students are requested to make after school arrangements prior to coming to school.

TOYS AND STUFFED ANIMALS

Students are expected to leave toys, stuffed animals, and Knee-Dohs/Fidgets at home or leave them in their locker as they cause a disruption to the learning environment when brought into the classroom. Recess is an exception (playground balls, etc.) There will be special occasions where these are allowed in the classroom; your child's teacher will communicate these days in advance. Please do not send your child with fanny packs or fake nails as they can cause a disruption to the learning environment.

VISITING SCHOOL

All visitors are required to first report to the office to sign in and obtain a visitor's badge. If you would like to visit your child's classroom, please make prior arrangements with the classroom teacher. At that time the

teacher will make the necessary arrangements with you. Children unaccompanied by adults are not permitted to visit any elementary school.

PBIS

Dear Parents,

This letter is to inform you of our elementary school-wide behavioral system called Positive Behavior Interventions and Support (PBIS).

What is PBIS? PBIS is a process for creating safer and more effective schools. The process focuses on improving our ability to teach behavior expectations and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school? We have adopted a unified set of school-wide expectations called CATS. You will see these expectations posted in different areas throughout the school and your child will be practicing them throughout the school year. Our school wide behavior expectations are found in every classroom and non-classroom settings (bus/recess/bathroom/lunchroom/ hallway) and are based on the following:

Care about self and others.
Act responsibly.
Try your best.
Stay Positive.

We also have a school-wide system of consequences for major and minor behaviors. Minor behaviors are behaviors that can be handled in the classroom by the classroom teacher. The classroom teachers document the minor behavior and deliver an appropriate consequence while reteaching the appropriate behavior. Major behaviors are behaviors that require a formal office discipline referral and are handled by the school principal. The principal documents the major behavior, a parent contact is made and appropriate consequences are administered while re-teaching the behavior.

If you have questions about PBIS please feel free to contact your child's teacher. We look forward to a wonderful year of teaching your child.

Mease and Taft PBIS Team