

WMU ELEMENTARY HANDBOOK

2021-2022

Our mission is to be ... Partners in Preparing Life-long Learners to
be Responsible, Productive Citizens

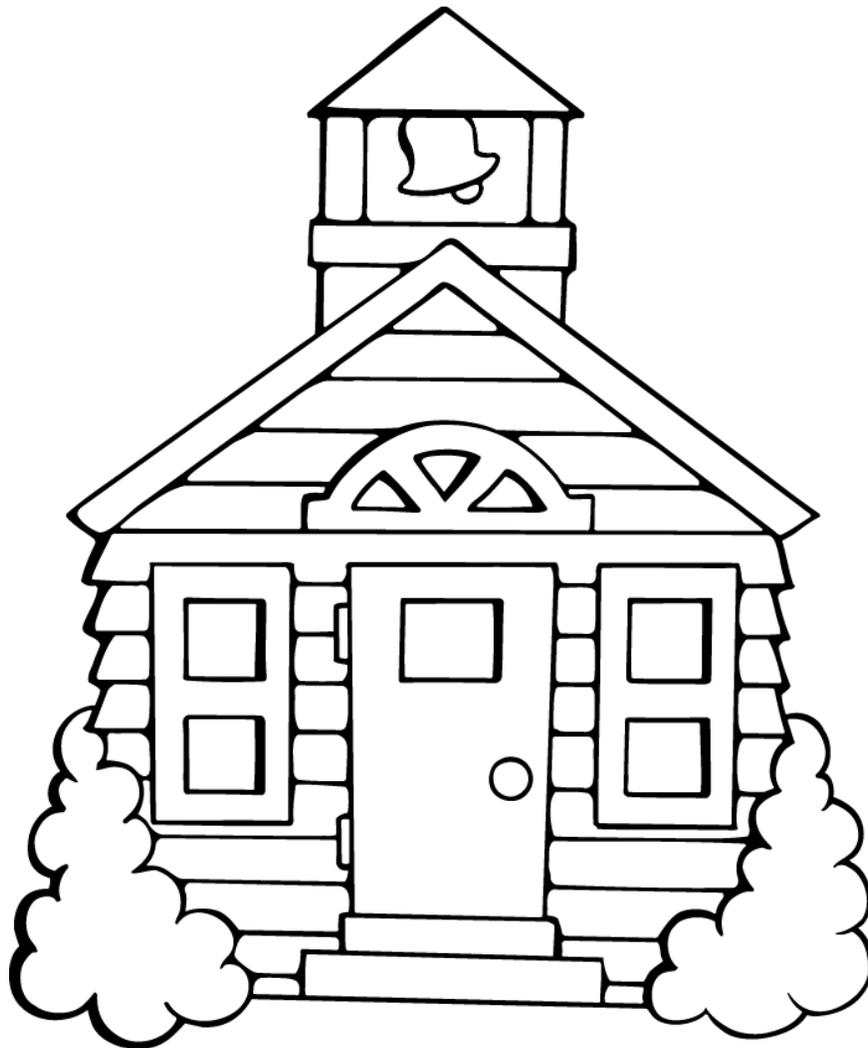


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Elementary Staff

Staff Member	Assignment	Extension Number	Email Address
Sasha Gallagher	PK 4s	132	sasha.gallagher@wmucsd.org
Jill Townsley	PK 3s	147	jill.townsley@wmucsd.org
Karen Venghaus	Kindergarten	124	karen.venghaus@wmucsd.org
Michelle Niebuhr	Kindergarten	139	michelle.niebuhr@wmucsd.org
Angie Jandrey	First Grade	160	angie.jandrey@wmucsd.org
Danielle Norton	First Grade	130	danielle.norton@wmucsd.org
Hali Schick	Second Grade	140	hali.schick@wmucsd.org
Cheryl Putnam	Second/Third Grade	104	cheryl.putnam@wmucsd.org
Darby Tackenberg	Third Grade	136	darby.tackenberg@wmucsd.org
Sara Frahs	Fourth Grade	174	sara.frahs@wmucsd.org
Mary Miller	Fourth/Fifth Grade	141	mary.miller@wmucsd.org
Ronda Schinstock	Fifth Grade	151	ronda.schinstock@wmucsd.org
Sarah Mayland	Resource Teacher	118	sarah.mayland@wmucsd.org
Tyler Stevens	Level II Resource	154	tyler.stevens@wmucsd.org
Jill Blake	At-Risk	170	jill.blake@wmucsd.org
Christina Skenk	K-12 ELL	---	christina.skenk@columbuscsd.org
Melissa Selzer	Title 1 Rdg & Math	112	melissa.selzer@wmucsd.org
Sierra Wyse	School Counselor	153	sierra.wyse@wmucsd.org
Hannah Johnson	Vocal Music	128	hannah.johnson@wmucsd.org
Alex Dean	Physical Education	125	alex.dean@wmucsd.org
Lindsey Pogmore	Instrumental Music	127	lindsey.pogmore@wmucsd.org
Elizabeth Schoening	Art	117	elizabeth.schoening@wmucsd.org
Brenda Mennen	Media Specialist	152	brenda.mennen@gpaea.org
Amber Scott	K-12 TAG	133	amber.scott@wmucsd.org
Gabe Wylder	Principal	115	gabe.wylder@wmucsd.org
Brooke McArtor	Secretary/Nurse	114	brooke.mcartor@wmucsd.org
Robbin Dietrich	Para	---	robbin.dietrich@wmucsd.org
Tracy Stucker	Preschool Para	---	tracy.stucker@wmucsd.org
Shelly Hewitt	Title I Para	---	michelle.hewitt@wmucsd.org
Jill Townsley	ELI Para	---	jill.townsley@wmucsd.org
Jennetta Titus	Para	---	jennetta.titus@wmucsd.org
Carrie Simmons	Para	---	carrie.simmons@wmucsd.org
Brooke Rowe	Para	---	brooke.rowe@wmucsd.org
Patricia Jones	PK-12 Instructional Coach	148	patricia.jones@wmucsd.org

ABSENCES/TARDY

Regular attendance at school is essential for success in elementary school. If your child will not be in school, please notify the elementary office of the reason for the absence between 7:30 and 9:00 AM. You can call **257-7700** and leave a message at **extension 260**.

The Winfield-Mt. Union Community School District expects that students shall be in attendance and on time for 180 days per academic year.

Consequences for poor attendance and excessive tardiness may apply. Consequences may include, but are not limited to, owing recess time to complete make up work, staying after school, and in extreme cases the county attorney may be contacted. If there are extenuating circumstances, please confer with the principal. COVID-19 and hospitalization are types of extenuating circumstances.

ANIMALS IN THE CLASSROOM

Live animals are not to be brought to school except for educational purposes. Permission from the teacher should be granted at least one day in advance for anyone wishing to bring an animal on school property. The person bringing the animal must furnish transportation for the animal brought to school, remain with the animal while it is being shared for educational purposes, and then immediately take the animal home. Animals will not be allowed to travel on the school bus.

If possible, please do not bring your pets to the playground when picking up students and dropping them off. We worry about students approaching them. Pets can be tame and kid friendly at home, but when approached by multiple children it can be scary for them.

If your pet makes a "deposit" on the playground, please clean it up.

ASBESTOS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide to formulating asbestos management policies for the schools. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

BIRTHDAY INVITATIONS

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

BOOK FEES

Students pay an annual book fee. This helps recover some costs. Textbooks must be returned at the end of the year. If books are not returned, students are charged the replacement cost. Damage to a book in excess of normal wear and tear is also charged to the student.

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

BOOK ORDERS

Each teacher may choose a company through which to order inexpensive books. Each teacher is responsible for his or her own order. Checks for student orders should be made payable to the book company. The teacher will give further instructions to students.

CANCELLATIONS, LATE STARTS, AND EARLY DISMISSALS

Changes in the regular school day due to inclement weather will be announced on the radio and TV stations below, and on the Iowa School Alerts website

<https://public.govdelivery.com/accounts/IAEDU7047/subscriber/new>

KILJ - Mt Pleasant FM 105.5
KCII - Washington FM 95.34

KGAN TV Channel 2; Cedar Rapids
KWQC TV Channel 6; Davenport

COMMUNICABLE DISEASES (WMUCSD Procedure 507.3)

Students with communicable disease will be allowed to attend school as long as their attendance does not create a substantial risk of illness or transmission to the students or staff. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents should be advised to notify the school whenever their child has a communicable disease. Health data of students is confidential.

A student will be excluded from school when the student’s condition has been determined to create a health risk to others in the school district environment or when the student is too ill to attend school. Such determination shall be made on a case-by-case basis by the student’s physician, appropriate school staff members, and/or the District’s medical consultant. The State Department of Public Health and/or the Henry County Health Department also may be consulted.

CHILD CUSTODY

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

DANGEROUS WEAPONS

The Winfield-Mt. Union Community School District will not tolerate weapons in our school. A variety of consequences can and will be enforced, and will consider the student's age as well as situation.

The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the WMU Community School District. This can cause disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

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

Any student, while on school property or at a school related activity, found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence, and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors, and faculty. Weapons under the control of law enforcement employees shall be exempt from this policy. The principal must approve any display of a dangerous weapon for educational purposes.

DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district to assist certified personnel. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal. It is necessary to renew this objection at the beginning of each school year. The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees and awards, the most recent previous school or institution attended by the student and other similar information.

DISCIPLINE

Recent amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school. The following text is considered by the Department to contain the information required to be provided to parents in an annual notice.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

The district supports the need for effective discipline and its necessity for quality education. It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Students are expected to show respect for teachers, supervisors, staff, and each other. They will not use vulgar/obscene language/signs, or profanity. When student behavior is deemed inappropriate by the supervising school employee, the following consequences may be imposed:

- Loss of special privileges
- Before or after school detention
- In-school suspension
- Out-of-school suspension
- Expulsion from school (This action must be taken by the Board of Directors.)

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

DISMISSAL

School dismisses at 3:15 PM. except on Wednesdays when it is 1:50 PM. Please send a note if your child's destination is different than usual. If we are unsure of where your child is to go and there is no note, we will send the child to their usual destination. Small children can easily get confused when talking about specific dates and times, and who is or is not to pick them up. Unless we have a parental note or phone call, all students will go home the "normal way". Please call our office if the "after school arrangements" are different.

END OF DAY

Students are told to go straight home after school. If they wish to play at school without parent supervision, they must go home first and then return.

EQUAL EDUCATIONAL OPPORTUNITY

The Winfield-Mt. Union School District does not discriminate in its education programs or educational activities on the basis of race, color, creed, sex, national origin, religion, age, disability, gender identity, or sexual orientation. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district. Our Affirmative Action Coordinator, the superintendent of schools, can be reached at 257-7700. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 319 W. Wisconsin Avenue, Suite 800, Milwaukee, WI 63203-2292, (414) 291-1111, or to the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

EXCUSING PUPILS

If at all possible, please try to schedule all appointments after school or on "no school" days. Also, remember that on Wednesday's we have a 1:50 dismissal time, which might aid in this process.

EXCUSING PUPILS FROM P.E. AND RECESS

We expect all healthy students to take part in physical education and recess. However, we realize some students may feel "out of place" in classes such as physical education and as a result have parents write excuses so that they may be excused from participating. The same also holds true for recess periods. If your child is in good health, a few minutes of fresh air will help him/her remain alert. If there is a good reason why she/he should stay in from recess and out of P.E., we will be glad to cooperate. If the child needs to stay in quite often, your physician should be consulted and write an excuse. In most cases if a student is to miss P.E., they are probably ill enough to miss recess as well; the reverse is often true.

FIELD TRIPS

Teachers will be responsible for filing permission slips, signed by the parent/guardian, prior to allowing a student to attend a field trip. This should be done at least one week prior to an event. Teacher and students are responsible for picking up trash on the bus or school vehicle at the conclusion of the trip.

From time to time parents/guardians are asked to chaperone field trips. Due to costs and field trip size, teachers may limit the number of chaperones for field trips. We ask that siblings do not attend.

GIFTS DELIVERED TO SCHOOL

We discourage the delivery of balloons, flowers, and gifts to a student while at school. Such deliveries usually upset learning. Should this happen, we will keep the item in the office. At dismissal time the student can pick up the item and take it home.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

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

ILLNESS AND INJURY

Students may be sent home if the school has not been notified of treatment for any of the following:

- ... Temperature of 100.4 degrees or more
- ... Vomiting

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. Ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Children are not to return to school until they have been fever free for 24 hours without the aid of a fever reducing medication. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

INSPECTION OF EDUCATIONAL MATERIALS

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

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures, or language. This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; 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, probation and expulsion. 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 and regulations 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 school office for information about the current enforcement of the policies, rules and regulations of the school district.

LUNCH AND BREAKFAST

A nutritious breakfast and hot lunch are served daily. Meals are purchased by sending the money to the homeroom teacher. Application forms for free or reduced price meals are available in the business office.

Each student or family has a meal account. You may deposit as much at one time as you wish. One breakfast costs \$1.50 (or \$0.30 reduced price). One lunch costs \$2.35 (or \$0.40 reduced price). Milk that is served at snack time (PK – K) costs \$6.00 per month.

You can find out your child's account balance by logging on to PowerSchool or calling the school lunch secretary between 9:30 and 10:30 A.M., or between 1:30 and 2:30 P.M. She is unable to take calls during lunch.

Federal guidelines prohibit us from allowing students to have a negative account. Students who have no money in their meal account will be served a cheese sandwich and milk at the cost of \$0.50. This will be offered for a maximum of two days.

Adult lunches for visitors are \$3.50 for a single meal. Meals may be purchased from the school lunch secretary through the lunch line. Please notify the office at the beginning of the day when you are planning to eat lunch at school so we can adjust our lunch count to include you.

Pop is not allowed in the cafeteria. If students bring their lunch, juice or water is appropriate. Students taking the school lunch must take milk unless there is a doctor's written permission not to drink it.

MEDICATION

Medication can be administered by authorized school personnel, with written parental permission, under the following conditions and procedures:

1. Prescription medications in the original container:
 - a. Name of student
 - b. Name of medication
 - c. Directions for use
 - d. Name of physician
 - e. Name and address of pharmacy
 - f. Date of prescription

2. Over the counter medications must be in the original container:
 - a. Name of student
 - b. Name of medication
 - c. Directions for use
 - d. How long to continue medication
 - e. Signed by parent
 - f. Physician's approval

MONEY

Any money brought to school needs to be sent in an envelope with your child's name, the teacher's name, and the reason the money was sent.

OPEN ENROLLMENT

Parents considering the use of the open enrollment option to enroll their children in another public school district other than their home district should be aware of these dates:

March 1, 2022 -- Last date to apply for open enrollment for the 2022-2023 school year.

September 1, 2022 -- Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2022-2023 school year.

PEANUT AWARE SCHOOL

There are several children attending our school who suffer a life-threatening allergy to peanuts and tree nuts. As a result, the WMU Elementary School is a peanut aware school.

What does peanut aware mean?

As a peanut aware school, several precautions are factored into the daily routine in order to reduce the risk of accidental exposure. A nut-free table is designated in the cafeteria, specific safety precautions are implemented to protect individual students based on need, and the staff is provided training in order to properly respond in the event that a reaction occurs as well as to ensure preventative measures are followed. Additionally, steps are taken to ensure that peanut/tree nut products are not served at school-wide activities in which allergic students may be in danger.

Are peanut/tree nut products allowed in school?

Yes. However, in order to reduce the risk of exposure for students who possess an allergy to peanut/tree nut products, these items are not sold in the school lunch program, at extracurricular

events or provided in school-wide activities. Students can bring peanut/tree nut products to school for lunch, however these items are not allowed to be eaten at the nut free table.

In some grades, parents are asked to voluntarily refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school because the risk of harm is high for individuals or groups of students. In those instances, parents may also be asked to help ensure that snack items intended for sharing not include these items, as they pose a danger (including anaphylactic shock) to some of our students. Parents of these grades will be notified.

PERSONAL PROPERTY

The only personal property permitted at school are clothing and school supplies. Toys and games of all kinds, electronic equipment, and any other items that interfere with learning will be confiscated. **If your child brings a cell phone to school, we require that they have it turned off during the school day and recommend that it be checked in with the classroom teacher.** This is to prevent it from being a distraction to their learning. The school will not be responsible for lost or damaged property if a student brings such things to school.

Exceptions may be made when an item is brought to share with the class because it supports the topic being studied. In that case, teachers will decide whether an item is safe and acceptable at school. Please get advance permission before bringing personal property to school.

PHYSICAL EDUCATION

Students are required to keep tennis shoes for P.E. class. They should also have socks to wear in those shoes on P.E. days. This is a problem in the spring and fall when students wear sandals.

PROBLEMS AT SCHOOL

A parent's guide to solve a problem at school.

- Step 1. Take your concerns to the person closest to the problem.
(homeroom teacher, bus driver, cook, etc.) Take your concern here first.
- Step 2. Present your concerns to the building principal.
Use Step 2 after Step 1.
- Step 3. Talk with the superintendent of the school.
Use Step 3 after Step 1-2.
- Step 4. Contact your school board members.
Use Step 4 after Steps 1-2-3.

PROGRAMS

Students will be required to participate in two evening programs, the winter and spring concerts. We expect every student to attend. If a problem arises, please call or write us so we can make the proper adjustments.

RELEASE DURING SCHOOL HOURS

If a student must be absent for part of the school day for an appointment, please notify the elementary office or the teacher. Students who arrive late or leave early must sign in or out in the office. This will help us account for our students' whereabouts as well as update the lunch count.

SCHOOL BUS RULES

In order to transport children in a safe manner the following are expectations for children riding the bus.

1. Stay in your seat.
2. Keep your bag and other belongings out of the aisle. Put them on your lap or under your seat.
3. Don't throw things. This includes throwing things in the bus as well as throwing things out the bus window.
4. Keep your hands and feet to yourself.
5. Never stick anything out the window, including your hands, head, or feet.
6. Use appropriate language.
7. Talk quietly.
8. Students are to get off at their regular stop unless there is written permission from the parent or school office.
9. Follow the directions of the bus driver.

SCHOOL DAY

Because there is no playground supervision in the morning, students who are not eating breakfast should not arrive at school before 7:40 A.M. Students enter the building and go to their classrooms at 7:50 A.M.

- 7:35 Students may enter to eat breakfast.
- 7:50 K-12 students may enter the building.
- 8:00 Students must be in their rooms, or they are marked tardy.
- 3:15 Elementary students dismiss
- 3:15 Secondary students dismiss
- (1:50 Wednesday dismissal)

SEXUAL HARASSMENT AND ABUSE OF STUDENTS BY EMPLOYEES

The WMU School district does not tolerate physical or sexual abuse or harassment. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Gabe Wylder and Dave Edwards as its Level I investigator. They may be contacted directly or through the school.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term of condition of the student's education or benefits; submission to or rejection of the conduct is used as a basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

SEXUAL HARASSMENT BY STUDENTS

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, creed, religion, national origin, sex, disability, gender identity, age, sexual orientation, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks to a person with sexual or demeaning implications;
- suggesting sexual involvement, accompanied by implied or explicit threats.

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

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

SPECIAL SERVICES

Great Prairie Area Education Agency provides many special services to the WMU Community Schools. Besides ordering books and videos, we have some of our special printing done there. We also receive their aid in providing specialized professionals for our students including academic, behavioral, social-emotional, and or mental health supports. The array of services may be provided by a school psychologist, school social worker, speech pathologist, audiologist, licensed therapist, and consultant. If you ever have a possible need for their services, please call the elementary office.

STUDENT CLOTHING

Please have your child dress appropriately for the weather and the learning environment.

1. Clothing which exposes the back, stomach, or any undergarments will not be allowed. In addition, short shorts/skirts are unacceptable. Tank top straps need to be at least 1 inch in width. (No spaghetti straps.) Children with inappropriate clothing will be asked to turn it inside out or will provided with something to change into for the remainder of the day.
2. No items are allowed that advertise alcohol or drugs
3. No shoes with wheels allowed.
4. Inappropriate or distracting clothing or accessories, including clothing with profane or suggestive language, will not be allowed.
5. No hat or scarves (any head covering) can be worn in the classroom.

6. Recesses will be outside except in extreme weather; therefore each student should dress for playtime outside every day.
7. Snow boots must be worn whenever there is snow on the ground. Shoes need to be brought to school to be worn in the building.
8. Because of safety, we do ask that all students keep their shoelaces tied.

STUDENT RECORDS

The Winfield-Mt. Union Community School District collects and maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, and to write a response to material in the record, to challenge the content of the record on grounds of inaccuracy or an invasion of privacy, and to have records explained. Parents and students who have complaints regarding the Educational Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office at the Department of Education in Washington, D.C., 20201.

STUDENTS SELLING ITEMS

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

TEACHER QUALIFICATIONS

Parents/Guardians in the Winfield-Mt. Union Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 257-7700 or sending a letter of request to Office of the Superintendent, 208 S. Olive/ PO Box E, Winfield, Iowa 52659

TELEPHONE USE

Teachers will not answer the telephone when they are with students. We encourage you to leave a message and a number where the teacher can contact you. If there is an emergency, an adult will notify the teacher of the situation.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

VISITORS

For the safety of our students, anyone entering the building during the school day **must check in** at the district office before going to their destination. This applies whether you are visiting class, picking up a child, bringing a child late, leaving a message for a child, or delivering something.

Adult visitors are welcome to our school. Parents are especially encouraged to visit the classrooms. PLEASE CALL A DAY AHEAD. However, we ask for no visitors;
during the first 2 weeks of school,
the week before Christmas,
and the last week of school.

These are especially busy times for pupils and teachers alike. We ask that no younger brothers and sisters visit with parents. Adult visitors can be disruptive, but younger children really seem to distract the whole class.

Friends of students from other schools are discouraged from visiting. If exceptions are made by the homeroom teachers, an adult should accompany the friend.

WELLNESS

Winfield-Mt. Union Elementary School promotes healthy schools by supporting wellness, fitness and good nutrition as part of the learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

**Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diet and health, with an emphasis on serving fruit and vegetables as the primary snacks. All snacks brought to school to be shared in classrooms will be commercially prepackaged and in unopened containers for the health and safety of our students.*

Prepackaged Suggested Snacks: Animal Crackers, Cheese Sticks, Fruit, Snack Crackers, Pudding, Jell-O, Granola Bars, 100% Fruit Based Fruit Snacks, Carrots, Pretzels, Beef Jerky, Trail Mix, Yogurt, Raisins, Applesauce, Mini Bagels, Popcorn, Cereal Bars, Dry Cereal - Chex, Cheerios etc.

**Rewards. School will not use foods or beverages; especially those that do not meet the nutritional standards for food and beverages sold individually as rewards for academic performances or good behavior and will not withhold food or beverages including food served through school meals as punishment.*

**Celebrations. Classroom parties should include no more than one food or beverage that does not meet nutrition standards for foods and beverages.*