

Hartley-Melvin-Sanborn Elementary School

**HARTLEY-MELVIN
SANBORN**



HAWKS

2017-2018

Elementary

Student/Parent Handbook

HMS Elementary - Where The Best Begin

Elementary Principal
School Secretary
ECSE
TK A
TK B
Kindergarten KA
First Grade 1A
First Grade 1B
Second Grade 2A
Second Grade 2B
Second Grade 2C
Third Grade 3A
Third Grade 3B
Third Grade 3C
Fourth Grade 4A
Fourth Grade 4B
Elementary Lead Teacher
Reading Recovery/Title 1
Reading Recovery/Title 1/ELL
Resource Room/SCI
Resource Room/SCI
Resource Room
Music
Art
Physical Education
Guidance Counselor
Library
Discovery!
Technology Director
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Classroom Associate
Media Center Associate
Custodian/Bus Driver
Custodian/Bus Driver
Head Cook
Cook
Foster Grandparent
Foster Grandparent
Transportation Director
Bus Driver

Elementary Staff

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Bus Driver
Bus Driver
School Psychologist - AEA
Speech/Language Pathologist - AEA
Occupational Therapist - AEA
Physical Therapist - AEA
Audiologist - AEA
Head Start Teacher
HUMC Preschool
Learning Tree Preschool

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Missy Puhmann
Lindy Laubenthal
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Hartley - Melvin - Sanborn School

Mr. Bill Thompson, Superintendent

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Cathy Lyman, Business Manager/Board Secretary

Office · 240 1st St. SE· Hartley, IA 51346 · Phone: 712.928.2022 · FAX: 712.928.3536

Dear Parents,

Effective education of children and youth is a cooperative venture between teachers, students and parents. There are other individuals and groups that play a vital role. The success of each student's educational experience is most critically influenced by the cooperative efforts of everyone.

The mission of the Hartley-Melvin-Sanborn Community School District is to nurture and prepare students to become responsible citizens equipped to meet the challenges of an ever-changing world. The field of education continues to change and we work hard to keep up with these changes to serve the students. We have many outstanding teachers in our building and they will do their best to make this a positive experience for everyone. Your child will be in good hands while in school.

This handbook/calendar is intended to inform you of the expectations we have at the elementary school and provide answers to some questions you may have regarding policies and procedures. Please become familiar with the content and if you have any questions do not hesitate to contact the school. The events listed in the calendar are subject to change depending on weather or other circumstances. I encourage you to check the school webpage for the most current events and notifications.

We always appreciate comments, visits to the school and above all your involvement on your child's education.

Sincerely,

Cathy Jochims, Elementary Principal

cjochims@hartley-ms.k12.ia.us

712-928-2020

www.hartley-ms.k12.ia.us

Elementary School Policies and Procedures

● Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title such as superintendent or principal, also means that individual's 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. 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.

● Morning Arrival Procedures

The school day starts at 8:30. Students that wish to eat breakfast may do so between 7:45 - 8:15. Students should not be in the building before that time. Students not eating breakfast should not arrive at school before 8:15 A.M. Students arriving between 8:00 - 8:15, and those that have finished breakfast will report to the playground or, if weather is inclement, report to the gym. Students will not be allowed to go to their lockers or classroom until the 8:15 bell unless given direct teacher approval/supervision.

● Afternoon Dismissal

The end of the school day can be somewhat chaotic. The following dismissal procedure should ensure that things run as smoothly as possible. If your child's after school plans are different than his/her normal routine please send a note to the teacher or contact the school prior to 2:45. Students will not be allowed to change their after school routine without prior notification from parents.

3:05 Bell--Students who ride the early shuttle buses, walk home or are picked up at school will be dismissed. The shuttle bus will depart at 3:10

The street in front of the school will be closed during dismissal time. Parents picking up children will have to park on the east or west sides of the building. Please report to the office should you need to pick up your child.

3:25 Bell--Students riding the late buses will be dismissed. Buses will leave between 3:30-3:45 depending on the arrival of the Sanborn shuttles.

● Attendance

Parents and teachers can do much to teach children responsibility by expecting and insisting children attend school on a regular basis.

A student will be considered tardy if they arrive between 8:30 and 9:30. A student may be considered absent for a half day if they arrive at school between 9:30 and 1:00 or leave before 2:00. A whole day absence will be given if a student leaves school prior to 11:00 or arrives after 1:00.

When your child will be absent, please call the school and inform the secretary why your child will not be in attendance. If this is not possible, please send a note when the child returns, signed by a parent explaining the absence. If a child misses three consecutive days the district may require a written note from a physician.

Whether an absence is excused or unexcused is determined by the principal. Excuses for reasons other than illness should be obtained in advance. If a student reaches five unexcused absences or a combination of 15 excused/unexcused absences, the student, at least one parent/guardian, teacher, and principal will meet to develop a "Plan of Attendance Improvement." The parents and student must meet the goals established by the plan. In the event that they do not, as determined by the principal, the county attorney will be made aware that the student is truant.

● Makeup Work

If your child has missed more than one day of school, and can do school work at home, please notify the office or teacher and request makeup work. Adequate time will be given to the teacher to prepare the makeup work. The work can be picked up after school or arrangements can be made to send the work with a sibling or neighbor.

We discourage dental, doctor and eye appointments during the school day. Please try to schedule such appointments after school whenever possible. We also discourage taking your child out of school for extra

vacations, etc. If such a circumstance is impossible to avoid, please discuss the situation with the principal and teacher to make arrangements for all work to be made up.

For all excused absences, students will be granted the number of days absent times two in which to complete makeup assignments. Makeup work caused by an unexcused absence must be completed, but full credit may not be given.

● Homework

We believe that assigning homework offers benefits besides contributing to school achievement. Homework teaches children how to take responsibility for tasks and how to work independently. Specifically, homework helps children learn how to plan and organize tasks, manage time, make choices, and problem solve, all skills that contribute to effective functioning in school, the adult world of work and families. General guidelines support 10 minutes of homework for each grade in school. This is in addition to independent reading each day. For example, third grade would have 30 minutes of homework plus independent reading time. Most homework falls under one of three categories: review and practice, preparation, or enrichment. Students are expected to complete a variety of homework assignments. Parents are expected to provide guidance and support as needed.

Parents can help students with their homework in the following ways:

- establish a consistent time to complete homework
- review completed work and discuss key questions, skills and concepts
- monitor and balance time spent between homework and recreational activities like video games and television
- communicate with teachers about homework problems or concerns
- check to make sure homework is complete (3rd and 4th grades will use Assignment Notebooks daily)
- discussing homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences
- linking homework and other learning activities to the families' culture, history and language
- take a positive interest and praise your child for his/her efforts

Should a student fail to hand in a homework assignment he/she may be required to stay inside during recess to complete the work. If this happens repeatedly, the teacher will contact the parent to discuss the problem and possible solutions which may include after school WIN/HAWK Time.

● WIN/HAWK Time

HAWK Time (Hard working, Achieving, Well mannered Kind students finishing homework) is an afterschool program that provides a supervised location for homework completion. Assistance will be given to keep students on task and answer questions as needed. Teachers or parents may recommend their students for program participation. Parents must identify reasons their child is unable to complete homework at home and/or teacher verification is required for inclusion in HAWK Time. HAWK Time is from 3:30 - 4:30 Monday - Thursday on full school days only.

WIN (What I Need) is a 3:00 - 4:30 after school program that has been designed to help students be successful in meeting grade level expectations. Individualized instruction will be created by the classroom teacher and implemented by a teacher associate and/or tutor. The amount of student WIN time varies depending on individual needs. The program is designed to supplement classroom learning and is not for homework completion. WIN helps meet Early Literacy requirements as specified in Iowa Code 279.68.

● Communicable and Infectious Disease

(<http://www.livestrong.com/article/88298-top-communicable-diseases/>)

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student who is at school and who has a communicable disease which creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the Superintendent any time the student is aware that the disease actively creates such risk. Health data of a student is confidential and shall not be disclosed to third parties. (Policy 507.3)

Students may return to school after they have been fever free for 24 hours or following the recommendation from a physician.

● Medication

Whenever medication of any kind is to be given to a student, a signed, written consent or directive, by the parent, shall be on file in the principal's office before the medication will be dispensed. The forms that must be filled out prior to the school dispensing medication are available at the elementary office, the local medical clinic and the drug store. Medication must be in the original container, not a plastic wrapper. The prescription must be on the container as to amount given, how often, and the doctor's name (policy 507.2).

It would be helpful to have your pharmacist put the prescription in two containers-one for home and one for school.

Except for inhalers, all medicine will be stored in the office. Students should not bring medications to school and keep it in their possession. Keeping medication in the office ensures that it is properly administered. Serious problems could arise if it is lost, misplaced or stolen. Your cooperation in this matter is greatly appreciated.

● Immunizations and Required Health Screenings

1. All children whose fifth birthday is before September 15, 2015, may enroll in kindergarten.
2. All children must have a copy of their birth certificate or another official document to attest their birthdate.
3. IOWA LAW REQUIRES ALL CHILDREN TO BE IMMUNIZED AGAINST CERTAIN DISEASES PRIOR TO ENTERING SCHOOL. The shot requirements are as follows: DPT - 5 doses, Polio - 4 doses, MMR - 2 doses, Hepatitis B - 3 doses and Varicella (Chickenpox) - 2 doses (a waiver may be signed if the child has had chickenpox.
4. ALL CHILDREN MUST HAVE COMPLETED THE REQUIRED TESTS BEFORE BEING ADMITTED TO KINDERGARTEN:
PHYSICAL FORM DENTAL SCREENING BLOOD LEAD TEST
IMMUNIZATIONS VISION SCREENING

● Vision, Hearing, and Speech Screening Notification

Hearing screenings will be held each year for kindergarten through fourth grade.

Speech screenings are done for all students who have been referred by a classroom teacher. Parental consent must be obtained in order for the Speech Pathologist to screen a student.

Hearing and Speech screenings will be done by Northwest AEA personnel.

All students, grades K-4, not wearing glasses or not under an eye doctor's care will undergo a vision screening some time during the school year. Students may be referred for screening by parents and/or teachers. This screening is conducted by Dr. Kunzman, and Dr. Radke of Sheldon & Sibley at no cost to the District or to the parents.

If a parent does not want the screening services outlined above for their children, please notify the child's teacher.

● Head Lice

Head lice infestation is a widespread problem in the United States, largely confined to younger school children. To prevent the spread of head lice, the condition needs to be treated at once.

If a child is known or found at school to have head lice the parents of the students with head lice will be notified and a letter of treatment guideline will be sent home with the child. Both the student and the student's home must be treated to eliminate the problem.

Other family members attending school will be inspected. Children in the same classroom as the child found to have head lice will also be inspected.

The diagnosis of head lice will be handled as discreetly and as confidentially as possible.

● Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency medical form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment (policy 507.4).

A student in school is to participate in all activities including P.E. and recess unless a written physician's excuse is sent to the school.

- **Inclement Weather**

If school will be closed, starting late, or dismissing early due to inclement weather, a public announce will be made as early as possible through JMC, on the HMS Hotline (928-3406 or 800-207-4290), HMS District Website and the following radio/tv stations: KICD, KWOA, KUOO, HOT 100, KIWA, KDCR, KDLT, KTIV.

See "Recess" for information relating to the determination of outside recesses in relation to inclement weather.

- **Fire/Tornado Drills**

We are required to conduct two fire and two tornado drills before December 31, and two each after January 1. The fire alarm makes a sustained buzzing sound and warning lights flash at the end of each hall. The tornado alarm makes an intermittent buzzing sound. Emergency procedures and proper exit areas are posted in all rooms. The teachers will discuss the procedures and drill with the students early in the school year.

The staff will be notified of hearing/special needs students. They will then be responsible for giving proper visual warning when these students are under their instruction. Staff will be inserviced at the beginning of each school year and after each auditory screening as to which students are impaired and what procedure to follow in each case. A proper warning includes a direct touch and assistance learning the building (policy 507.5)

- **Emergency Evacuation Drills**

We will conduct two Emergency Evacuation Drills during the school year. Teachers will discuss emergency procedures, proper exit points and destination locations will be practiced early in the school year. In the event of an actual Emergency Evacuation procedures for parents to pick up their child and/or using school transportation will follow guidelines in the district Crisis Intervention Plan.

- **Student Dress**

We depend upon your good judgment in helping your child dress appropriately for school. We feel that the proper learning environment includes children properly dressed for school.

With these factors considered, students will not be allowed to attend school while wearing clothes with questionable slogans, monograms, patches, pictures, or any clothes which could cause disruption of the orderly academic process. This would include but not be limited to (alcohol, tobacco or drug related slogans). All students must wear footwear for health and safety reasons. Flip - flop sandals are a safety concern on the playground. If they must be worn to school, children should have a different pair of shoes/sandals to wear at recess. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school (policy 502.10).

- **Student Conduct**

Students shall conduct themselves appropriately at all times. Teachers will create rules and procedures specific to their classroom needs. General rules of conduct are as follows:

1. Show respect for adults and classmates.
2. Keep all objects, hands and feet to yourself.
3. Swearing, teasing, talking back, and questionable language are not permitted.
4. The noise level should be appropriate for the activity.
5. Gum, candy and pop are permitted on special occasions as determined by the teacher.
6. Follow directions
7. Refer to staff members as Mr., Mrs., Miss, or Ms.
8. Marking on or destroying school property will not be tolerated.
9. Always put forth your best effort.

- **Recess and Playground Rules**

Recess will be scheduled by the teachers and principal. Recess is a privilege that may be taken away from a student if he/she engages in inappropriate behavior. Students staying in from recess will be supervised by a teacher in a classroom. The adult supervising the playground has the ability to discipline a student and may notify the teacher or principal of a student's inappropriate conduct. The playground area is inside the chain link fence up to the south wall of the building, extended.

General guidelines include but are not limited to:

1. No tackling or pushing games
2. One person per swing

3. Two people per teeter-totter
4. No throwing snowballs
5. Leaving the playground will be by permission only
6. Injuries and illness should be reported to the recess supervisor
7. Flip - flop sandals are a safety concern on the playground. If they must be worn to school, children should have a different pair of shoes/sandals to wear at recess.

Our outdoor recess is part of the daily program. If children are well enough to come to school, they are well enough to participate in the daily program. Children are not asked to go outside in *inclement weather. We make exceptions in certain cases where the family physician provides a written request that the student be excused from outside activity. In most cases, however, the change of activity and a few minutes of exercise outdoors will help their performance the rest of the day. (Outdoor recess is usually 10-15 minutes.)

*Inclement or severely cold weather.

<http://www.nws.noaa.gov/om/winter/windchill-images/windchillchart3.pdf>

Due to the location of the playground, we recognize that students will be in this area outside of school hours. The district assumes responsibility only during school hours and during school-related activities.

● Discipline

Maintaining discipline within a school is very important in establishing an environment that is conducive for learning to take place. The procedure used at H-M-S Elementary is as follows:

1. Each teacher, along with his/her students, is responsible for establishing rules for the classroom.
2. Any student who does not act appropriately will be disciplined by the teacher according to the rules that have been established.
3. If the problem continues to exist, it may be brought to the principal's attention.
4. If the disruptive behavior continues after being disciplined by the principal, the parent(s) will be asked to come in for a conference. It is also possible that the HELP Team consisting of the school psychologist, social worker, principal, guidance counselor, classroom teacher, resource room teacher, SCI teacher and possibly others, may be asked to develop interventions to correct the problem.
5. The H-M-S School Board has a policy that outlines the procedure used in coping with students who fail to learn acceptable behavior. Disciplinary action, including suspension, will follow guidelines specified in HMS School Board Policy 503.1.

● Interferences in School (cellphone, electronic games, etc.)

Students are discouraged from bringing media players, electronic games, cell phones and other personal items that are not used in the normal school day. If brought to school and its use disrupts learning the item will be taken away and returned at the end of the day. At the discretion of the principal, parents may be required to pick up the item at school. Students are also discouraged from bringing money or things of value that could be lost stolen or damaged. The district is not responsible for theft/loss/damage of these items.

● Cell Phone Usage

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.) without the consent of a teacher, coach, or school administrator.

● Care of School Property

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

● Illegal Items Found in School or in Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Disciplinary action will follow guidelines specified in HMS School Board policy 503.

- **Search and Seizure**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, or work areas under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope. (Policy 502.9)

- **Harassment of Students by Other Students**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened, who was involved exactly what was said or what the harasser or bully did witnesses to the harassment or bullying what the student said or did, either at the time or later how the student felt how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

places the student in reasonable fear of harm to the student's person or property

has a substantially detrimental effect on the student's physical or mental health

has the effect of substantially interfering with the student's academic performance

has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

verbal, physical or written harassment or abuse

pressure for sexual activity

repeated remarks to a person with sexual or demeaning implications

suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

verbal, physical, or written harassment or abuse;

repeated remarks of a demeaning nature;

implied or explicit threats concerning one's grades, job, etc; and

demeaning jokes, stories or activities.

- **Cumulative Record Inspection**

The cumulative records of students are on file in the principal's office with the exception of special education files. These files are kept in the special education room because they are referred to so often.

All records of students are available for parent inspection at any time. Parents or anyone else having legitimate reason for seeing the files may do so by first signing a log kept in the building office and stating the reason for seeing the files.

The exceptions to the signing of the log are the classroom teacher, administrators or their secretaries, and personnel of Northwest AEA who have a legitimate and educational interest in the child.

Administrator's secretaries of Hartley-Melvin-Sanborn Community School shall have the authority to get a set of files for any of the above using the procedure designated for each group. If a secretary questions the authenticity of a request to see records and the building administrator is not available, another district administrator may be called.

Forms for parental release of records are available in the elementary office. The above is also applicable to any special records kept for students staffed into any special education program.

- **Reports to Parents**

Reports concerning your child's progress in school will be sent out as the teacher deems necessary or at times agreed upon by both the teacher and parent. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the content of the notes or papers sent home.

Report cards will be sent home three times during the school year: two days prior to each parent-teacher conference and at the end of the school year.

Parent-teacher conferences will be held on a regularly scheduled basis (see school calendar) and whenever the parent or teacher feels a need for one.

- **Child Custody**

In most cases, when parents are divorced, both mother and father continue to have equal rights where the 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.

- **Retention**

Conferences with parents of a child being considered for retention will be held at the earliest indication that retention might be necessary. Each conference concerning retention will be written up, dated and signed by teacher and parent as a record of decisions jointly made. (Policy 505.2)

- **School Lunch**

A well balanced lunch and breakfast, set up to meet the requirements of the National School Lunch Program, is served each day. (Please note that breakfast is NOT served on late-start days.)

We do not pretend to be able to please the taste of every one of the students who eat here. We do expect a child to at least taste everything on his/her plate. Most tastes are acquired and as part of a child's education he/she should learn to acquire tastes for food. If a student has allergies to certain foods, etc., please notify the school at the beginning of the school year.

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than three meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. At any time you can use "Parent Access" via the internet to see your account balance and transactions.

<http://216.51.183.243/cgi-bin/jmc/JMC CGI 0405.acgi?module=Parent>. (A password is needed to enter. Call the school office to verify your password.) The cost of student meals is: lunch \$2.40 and breakfast \$1.20. Extra milk can also be purchased for 35 cents per carton, which will be charged to the student's meal account.

A positive balance needs to be maintained in order for your child(ren) to eat school lunches. When you know that your account balance is low, please send money for your child(ren)'s lunch account as soon as possible. Anytime lunch money is sent with a student to school it needs to be brought to the office before the child goes to class in the morning. If you have children in more than one building, you only need to make the deposit in one building. If money is deposited before the school day begins, accounts in all buildings will be able to be brought up to date before lunch is served that day.

The school district will make reasonable efforts to notify families by email, text or letters home when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. (Code No. 710.4)

Parents, you are cordially invited to buy a lunch ticket and eat lunch with us. The cost of lunch for anyone other than an HMS Elementary student is \$3.55.

Applications for free and reduced price meals are also available. Students who qualify for free meals shall never be denied a reimbursable meal. (Code No. 710.4)

- **Milk**

In accordance with Iowa Code, students will be served milk at lunch and snack time (PK-1 only) unless a doctor's excuse is on file. Only when we have a doctor's excuse will juice be substituted. Purchasing milk for snack time is optional for parents. Due to the discounted price, a refund will not be made at the end of the year for any days missed. The price for milk per trimester is \$15.00.

- **Fees**

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent (policy 503.11).

- **Treats/Parties**

The decision to share birthday treats for the class is up to the parent. Birthday party invitations will not be allowed to be passed out at school. Gifts sent to school for students such as balloons, flowers, stuffed animals, etc. will be kept in the office and given to the student at the end of the day. Balloons will not be allowed on the school bus. The elementary school discourages the sending of gifts for the child to school.

Parties for the children are planned for Halloween, Christmas, and Valentine's Day and a picnic at the end of the school year. These are not to be elaborate parties, but a time for fun and organized play. Valentines may either be distributed to all or no classmates. A Christmas gift exchange may be planned at the discretion of the teacher. Since the meaning of the remembrance is stressed rather than the size of the gift, the cost will be minimal. A treat or light lunch is arranged at the discretion of the teacher.

- **Gifts to Employees**

The Board understands the desire of students, parents and others to give gifts to show appreciation of an employee. Rather than giving gifts, the Board encourages as a more welcome and more appropriate, the writing of a letter to express gratitude and appreciation or the donation of a gift to benefit the school district rather than an individual employee.

If parents still want to send a gift to a teacher or other employee, it is still permissible, but the gift, by law, cannot be money nor anything over \$3.00 in value. Class gifts are allowed providing that the value of the gift not exceed \$3.00 per child contributing. (Policy 405.9)

- **Library**

The library is available for all elementary students to use. The librarian or assistant may read to the students, give them instruction on how to use the library, how to use different types of technology, or involve them in programs to motivate them to read. Students and teachers may check-out many types of materials to help them in their teaching/learning. Notices of overdue materials are given weekly. Students with overdue materials not returned by the end of the school year will be fined replacement costs of the materials. If a student loses or damages a book, they will be asked to pay replacement cost.

- **Music**

HMS Elementary music classes establish the foundation of the music program. Once a year, students will showcase their musical abilities at a public performance outside of the regular school day. Attendance of all students is necessary and expected. Please contact the school office if you need an exception made for your child due to religious beliefs.

- **PE**

Physical Education is a critical part of your child's education. It is very important to us that your child remains safe and enjoys a fun, productive learning environment that enhances physical, mental and social health. Students are required to have tennis shoes, kept at school, for PE class. If an injury or illness prevents your child from participating in physical education class a written excuse from a physician will be required.

- **Discovery!**

The Discovery! program at HMS Elementary is designed to challenge and enrich the learning of students of high academic ability. While all students benefit from challenges and enrichment, most students have these

needs met through regular classroom curriculum and instruction. Students that need an additional challenge may be recommended by a classroom teacher or parent for inclusion in the TAG program. This recommendation does not guarantee program placement. A nomination and evaluation process are in place to determine participation. Additional information about Discovery can be found on the HMS School web site.

● **Guidance Counseling Services and Character Education**

The Hartley-Melvin-Sanborn CSD has a developmental guidance-counseling program. The goal of having a school counselor in this position is to aid students in becoming the best they can be and support students in a variety of situations. The program includes a variety of opportunities for young people to participate.

The counselor provides weekly classroom guidance instruction, small group counseling sessions, and individual counseling time to reach the stated goals.

1) The guidance counselor visits all classrooms, grades PreK-Fourth grade for classroom guidance instruction. During this time students learn about feelings, friendships, resolving conflicts, goal setting, careers, coping skills, completing tasks like homework, and character education including trustworthiness, responsibility, citizenship, respect, caring and fairness.

2) The group counseling service is an excellent way for children to learn new skills, develop self-confidence, become more aware of others' points of views and experiences, practice new behaviors, and better understand how to deal with the problems life presents. The goal is to aid each child in learning effective ways to get along emotionally, socially, academically, and role model these traits. The groups usually consist of three to six children that meet weekly for approximately 20 minutes for six to eight weeks.

Throughout your child's educational elementary experience they may be asked to participate in one or more of these groups. For the small group counseling, they may be chosen because they would serve as a positive role model, a good leader, or because they are new to the district or staff feels they might benefit from the small group experience. When your child is asked to participate in small group counseling, parents will receive a permission slip to be signed and returned to the school. After receiving the signed permission slip, small group activities can begin.

3) For the one on one counseling sessions, students can request to come and see the counselor, teachers can suggest counseling sessions for students, or parents can request that the counselor sees their child. Topics will vary due to the individual needs requested.

By working together cooperatively with students, parents, and teachers, we can promote the educational, social, and emotional experiences of children to aid in their success as adults. If you have further questions or concerns about the guidance program, please contact the school at 712-928-2020.

Character Education

It is our belief that school should be a safe and pleasant environment. With that idea in mind, all students and staff members are expected to demonstrate the Six Pillars of Character and the 7 Habits of Happy Kids.

Six Pillars of Character

Trustworthiness

Be honest. Don't deceive, cheat, or steal. Be loyal. Have the courage to do the right thing. Build a good reputation.

Respect

Follow the golden rule
Use good manners. Don't use bad language.
Be considerate of the feelings of others.
Deal peacefully with anger, insults and disagreements.

Responsibility

Do what you are suppose to do. Persevere: keep on trying!
Always do your best. Think before you act.
Be accountable for your choices.

Fairness

Play by the rules. Be open-minded; listen to others.
Don't take advantage of others.

Caring

Be kind and compassionate. Show you care.
Forgive others. Help others. Express gratitude.

Citizenship

Do your share to make your school and community better.
Be a good neighbor. Obey the laws and rules. Cooperate.

7 Habits of Happy Kids

Habit 1 - Be Proactive - You're in Charge

I am a responsible person. I take initiative. I choose my action, attitudes, and moods. I do not blame others for my wrong.

Habit 2 - Begin with the End in Mind - Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 - Put First Things First - Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 - Think Win-Win - Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 - Seek First to Understand, Then to Be Understood - Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 - Synergize - Together is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 - Sharpen The Saw - Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

● Visitors and Guests

Parents, grandparents, aunts, uncles, etc., are always welcome after the first two weeks of school. All visitors must check in at the Elementary Office. Students are not permitted to bring friends or same-age guests to school. So the visit does not disrupt learning please notify the school in advance and limit the visit to about 1 hour, preferably right before/after lunch.

● Biking to School

All bicycles must be parked in the bike racks located on the east side of the building and west side of the playground. The school is not responsible for bicycles that are lost, stolen or damaged.

● Buses

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Riding the bus is a privilege. Students choosing to not follow the bus rules may lose the privilege of riding the bus.

● Teacher Preference

Requests for teachers for the next year will only be accepted the first full week of May. Dates are strictly enforced. There are many factors used when dividing students into sections. If a request for a specific teacher or to separate your child from a specific classmate, your request must be done in writing. Forms will be available at the elementary office and must be submitted to the principal the first full week of May. It is possible that grade assignments for teachers may change prior to the start of the new school year. If you anticipate concerns, be sure to address those in writing before the May deadline. Unless the school had made an oversight, changes will not be made after the class assignments have been given to the students. There is no guarantee your request will be granted but we will do the best we can for all parties involved.

● Lost and Found

We have a lost and found box in the lunchroom for clothing. Smaller items are kept in the office. We suggest parents look at the items in the box when they visit the school and encourage children to check it when something is missing. Please check with the office if you need assistance. Items remaining at the end of the year will be donated.

- **Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. (Policy 603.2)

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

- **Transitional Kindergarten**

The Transitional Kindergarten program will provide a safe, learning environment to nurture the development of the whole child. The program will recognize individual development and learning needs, provide experiences and opportunities for active learning through play, facilitate learning experiences through the Iowa Core Curriculum, and use ongoing assessment to support learning.

The early years are very important for children. The experiences children have are responsible for what they learn about themselves, their family, and their world. You can help your child by reading to them, caring for and understanding their needs, sharing experiences, and visiting places of interest.

We welcome your participation within our program through visits, conferences, and in sharing your time and talents. It is through partnership of home and school that our educational program for your child is strengthened. Research has shown that when parents support and value education, children reflect this attitude in their school work.

- **Kindergarten**

Your child is about to start a new adventure— kindergarten. This is an exciting time for your family and we look forward to our part in the adventure. You may anticipate a year of great wonder, enthusiasm and engagement as your child meets new friends and enjoys a wide variety of learning experiences.

As your child's teacher, we pledge to keep you informed of classroom expectations and your child's progress. There will be a newsletter in your child's backpack each Friday for the first half of the school year. The second half of school, newsletters will come every other Friday or as needed. Once a month, a snack calendar will be sent home. With this, your child will be asked to bring snacks for all students in their class one day, each month. Students rest mid-day and will be required to bring a rest mat. Rag rugs or beach towels work great for this, as there is limited space in the classroom.

We follow the Iowa Core Curriculum in all content areas. We urge you to become involved in your child's Kindergarten experience. Working together, we can nurture your child's curiosity and natural wonder for the world and all its opportunities.

HMS MISSION STATEMENT

The mission of the H-M-S Community School District is to nurture and prepare students to become responsible citizens equipped to meet the challenges of an ever changing world.

LEGAL NOTICES

- **Allegations of Child Abuse by District Employees**

It is the policy of this district to investigate allegations of abuse of students by school district employees. The Board has designated the guidance counselor in our building as the Level I Investigator, and Chief of Police in Hartley as the Level II Investigator (policy 405.6).

- **Nondiscrimination Policy**

It is the policy of the Hartley-Melvin-Sanborn Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mark Dorhout, Equity Coordinator/Middle School Principal, 509 Main Street, P.O. Box 557, Sanborn, IA 51248, (712) 930-3281, or the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, Illinois. The Hartley-Melvin-Sanborn Community School District complaint procedure, in its entirety, is located in the Board of Directors' Policy Manual. Procedures for staff are outlined in Board policy 103. Procedures for parents, students and community members are referred to in Board policy 502.1 and 1003.3. Copies of the Policy Manual are located in each Principal's office.

- **Homeless Children and Youth**

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes—(1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in (1) through (3). If you know of a child, or are a child in these circumstances, contact one of the school offices. You are entitled to assistance.

- **Educational Equity Policy Statement**

It is the policy of the Hartley-Melvin-Sanborn Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum offerings, curriculum content, instructional materials, and teaching methodologies will reflect this nondiscriminatory philosophy.

Inquiries or grievances related to this policy may be directed to the Middle School principal, 509 Main, Sanborn, IA 51248 (712) 930-3281, to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319.

- **Affirmative Action/Equal Opportunity Employment Statement**

This school district provides equal opportunity to all employees and applicants, and it is our policy to affirmatively recruit men, women, members of racial/ethnic groups and persons with disabilities for job

categories where they are significantly under represented. The Board has designated the HMS Middle School Principal as Affirmative Action Coordinator, (712) 930-3281 (policy 103).

