

# Student – Parent Handbook 2020-2021



## Olin Elementary Be SAFE- Be RESPECTFUL- Be RESPONSIBLE

[www.olin.k12.ia.us](http://www.olin.k12.ia.us)

### STATEMENT OF NONDISCRIMINATION

It is the policy of the Olin Consolidated School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/programs only) 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 the district's Equity Coordinator, Stephen Estes, (Employment and Education Programs Coordinator), PO Box 320, Olin, IA 52320, 319-484-2170, [sestes@olin.k12.ia.us](mailto:sestes@olin.k12.ia.us). Code No. 102

## TABLE OF CONTENTS

<b>Section</b>	<b>Topic</b>	<b>Page Numbers</b>
<b>A</b>	<b>Faculty</b>	<b>2</b>
<b>B</b>	<b>Student Fee Waiver and Reduction Procedures</b>	<b>3</b>
<b>C</b>	<b>A Letter From the Administration</b>	<b>3-4</b>
<b>D</b>	<b>Discipline Guide to Encourage Student Use of the 3 Bs</b>	<b>5-12</b>
<b>E</b>	<b>General Information</b>	<b>12-14</b>
<b>F</b>	<b>Classroom Visitors</b>	<b>14</b>
<b>G</b>	<b>School Breakfast / Lunch Program</b>	<b>15</b>
<b>H</b>	<b>Attendance</b>	<b>16-17</b>
<b>I</b>	<b>Health Related Issues</b>	<b>17-20</b>
<b>J</b>	<b>Emergency Procedures</b>	<b>20-21</b>
<b>K</b>	<b>Child Safety</b>	<b>21</b>
<b>L</b>	<b>Late Start / Cancellation of School</b>	<b>21</b>
<b>M</b>	<b>Curriculum and Instruction</b>	<b>21-22</b>
<b>N</b>	<b>Bus Riding - Transportation</b>	<b>22-24</b>
<b>O</b>	<b>Illegal Items Found in School or in Student's Possession</b>	<b>25</b>
<b>P</b>	<b>State and Federal Policies</b>	<b>25-32</b>

### A. OLIN ELEMENTARY SCHOOL PK-6 FACULTY, 2019-2020

Mark Dohmen	Superintendent	Brandon Sipe	5th/6th Band Director
Lindsey Given	Principal	Stephen Estes	Physical Education/Health/ At-Risk
Carrie Fortin	Business Manager	Dawn Davis	Art/TAG
Joel Herman	Guidance	Emelie Ahrendsen	Paraprofessional
Karen Townsend	School Secretary	Stormy Falkner	Paraprofessional
Tessa Leibold	Pre-Kindergarten/MakerSpace	Tammy Hansen	Paraprofessional
Mariah Payne	Kindergarten	Trishelaina Loney	Paraprofessional
Jenny Colehour	Grades 1-3 Literacy/Social Studies	Adrienne McAtee	Paraprofessional
Katie Stoll	Grades 1-6 Science	Deana Schnepf	Paraprofessional
Carla Heffernan	Grades 1-3 Math	Michelle Wendel	Paraprofessional
Maggie Helmold	Grades 4-6 Math	Juli Ulrich	Food Service Director
Tamara Meixner	Grades 4-6 Literacy/Social Studies	Rita Balichek	Custodian/Business Associate
Sophie Schemmel	Special Education	Mike Hayward	Transportation/Grounds
Sarah Kimbro	Title I	Leroy Stolte	Bus Driver
Amanda Haker	Vocal		Nurse

## B. STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced 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 board secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## C. A LETTER FROM THE ADMINISTRATION

Dear Students, Parents, and Guardians,

Greetings! Welcome to the start of what is sure to be a very exciting year for Olin Elementary. We have had a busy summer preparing for the year ahead, planning and adjusting in order to keep our students and staff safe, healthy, and learning. This is our fourth year on a departmentalized schedule. Each child in grades 1-6 will have three core teachers; one for each Math, Science, and Literacy/Social Studies. This approach allows teachers to specialize in a certain curricular area. Additionally, it allows students the opportunity to learn from staff who are highly qualified in the subject and be exposed to different teaching styles. Students will have a homeroom teacher with whom they will start and end each day. A difference this year is that students will stay in homeroom classrooms for the majority of their Core instruction.

We as a staff are devoted to providing the most relevant experiences to help our children grow. Find information about Olin Elementary announcements, celebrations, and upcoming events by attending our **School Board Meetings**, joining our **Facebook page**, checking out our **District website**, **school sign**, **Lion Tales**, **Class Dojo** or come visit us for yourself!

We thank you for the opportunity to serve the school, community, and most importantly our children. Our goal is always to provide a safe learning environment for our students and staff, and to do this for many years into the future for Olin.

**We are the Lions, and Olin is our Pride. Take Pride in our Cubs!**

Ms. Lindsey Given, Olin Elementary Principal  
Mr. Mark Dohmen, Olin CSD Superintendent

The information in the Student-Parent Handbook has been prepared as a useful guide for students, parents/guardians and teachers outlining school policies & procedures necessary for our school to function in a safe, effective and efficient manner. Please read the handbook with your student at the beginning of the school year so you are familiar with all of the policies and procedures of the Olin Consolidated School District. Keep the handbook available for further reference as the year progresses. **In addition to this handbook, a separate handbook will be distributed, specific to protocols in place this year due to impacts of COVID-19 in our community.**

Please feel free to contact the Olin faculty and staff if you have any concerns or questions. Faculty members are generally in the building from 7:45 am – 3:45 pm. Please call 319-484-2170 or send an email. Faculty emails can be found on the district website ([www.olin.k12.ia.us](http://www.olin.k12.ia.us)).

At Olin Elementary, we strive to create an environment where students, parents and staff practice the 3 B's:

Be SAFE – Be RESPECTFUL - Be RESPONSIBLE.

Students are taught and reminded to make choices based on:

- the SAFETY of all
- treating everyone with RESPECT
- RESPONSIBLE behaviors

The faculty and staff have developed what SAFE, RESPECTFUL, and RESPONSIBLE behaviors look like in seven areas of the school.

They are:

- The Classroom
- The Bus
- The Hallway
- The Restroom
- The Playground/ Recess
- The Lunchroom
- School Assemblies

On the next page the specific behaviors are listed for the seven areas.

After you have read the handbook and have discussed with your child how he/she will Be SAFE – Be RESPECTFUL – Be RESPONSIBLE in ALL areas of the school, **please complete the last page of the handbook and send it back to school** with your student. These will be kept on file in the office.

## Classroom

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Sit in seat correctly</li> <li>❖ Follow adult direction</li> <li>❖ Use all classroom materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Keep belongings to self</li> <li>❖ Be on time</li> <li>❖ Bring necessary materials (pencil, planner, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use appropriate language and voice level</li> <li>❖ Raise hand when answering questions or needing help</li> <li>❖ Keep work area clean</li> </ul>

## Bus

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Stay in one seat and remain sitting</li> <li>❖ Follow adult direction</li> <li>❖ Use line basics when walking and getting onto the bus</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Keep belongings to self</li> <li>❖ Be on time</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use appropriate language</li> <li>❖ Keep the aisle clear</li> <li>❖ Keep bus clean</li> <li>❖ Offer a seat if someone needs a place to sit</li> </ul>

## Hallway

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Look in the direction you are traveling</li> <li>❖ Walk down hallway</li> <li>❖ Keep mouth off metal on water fountain</li> </ul>	<ul style="list-style-type: none"> <li>❖ Hallways should be kept clean</li> <li>❖ Body to self</li> <li>❖ Wait your turn in line</li> <li>❖ Stay in line</li> </ul>	<ul style="list-style-type: none"> <li>❖ Counting to three when taking a drink</li> <li>❖ Quiet voices</li> <li>❖ Open/close locker quietly</li> <li>❖ Quiet feet</li> <li>❖ Allow everyone their own personal space</li> <li>❖ Hats only worn outside</li> </ul>

## Restroom

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Wash hands with soap and water</li> <li>❖ Report any problems</li> <li>❖ Unlock stall doors when you are done</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Use only one paper towel</li> <li>❖ Use quiet voices and appropriate language</li> <li>❖ Flush toilet</li> <li>❖ Use all bathroom fixtures appropriately</li> </ul>	<ul style="list-style-type: none"> <li>❖ Give others their privacy</li> <li>❖ Knock on stall door</li> <li>❖ Return to class immediately</li> <li>❖ Help keep bathroom clean</li> </ul>

## Recess

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Use equipment correctly and safely</li> <li>❖ Follow recess rules</li> <li>❖ Follow game rules</li> <li>❖ Get permission to leave playground</li> <li>❖ Walk while going out and coming in from recess</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Follow adult direction</li> <li>❖ Stay where recess supervisors can see you</li> <li>❖ Stay in assigned areas</li> <li>❖ Keep playground clean</li> <li>❖ Line up when the whistle is blown</li> <li>❖ Things on the ground stay on the ground</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use kind words</li> <li>❖ Include others</li> <li>❖ Be a leader and help a buddy</li> <li>❖ Use equipment correctly</li> <li>❖ Listen to supervisor directions</li> </ul>

## Lunchroom

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Clean up the mess you make</li> <li>❖ Use two hands to hold and walk with tray</li> <li>❖ Use utensils only for eating</li> <li>❖ Sit in seat correctly</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Eat what you take</li> <li>❖ Take all supplies the first time through the line</li> <li>❖ Food stays in the lunchroom and off the floor</li> <li>❖ Take the lunch that you signed up for</li> </ul>	<ul style="list-style-type: none"> <li>❖ Invite others to sit with you</li> <li>❖ Use manners</li> <li>❖ Clean up area when finished eating</li> </ul>

## Assembly

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> <li>❖ Keep a clear path</li> <li>❖ Body basics</li> </ul>	<ul style="list-style-type: none"> <li>❖ Body to self</li> <li>❖ Bring only yourself and a smile</li> </ul>	<ul style="list-style-type: none"> <li>❖ Congratulate others' accomplishments</li> <li>❖ When teachers' hand goes up, voice goes off</li> <li>❖ Voices off when others are talking</li> <li>❖ Be a good listener</li> </ul>

**Students, staff, and visitors** are expected to exhibit these appropriate behaviors in the respective areas of the school. Additionally, we have implemented voice levels that are to be followed at all times.

<b>Level</b>	<b>Description</b>
0	Silent/No Talking – independent work, rest time, hallways during rest time, tests, presentations
1 or Below	Whisper – only to the person near you, asking for help, in line, some reading activities
2 or Below	Table Talk – speak so only people in your group can hear, partner work, group work, small groups, lunchroom, hallways before/after school, bus
3 or Below	Strong Speaker – speak loud enough so the entire class can hear, whole group, presenting, read aloud
4 or Below	Outside – recess

Common area voice levels are indicated below:

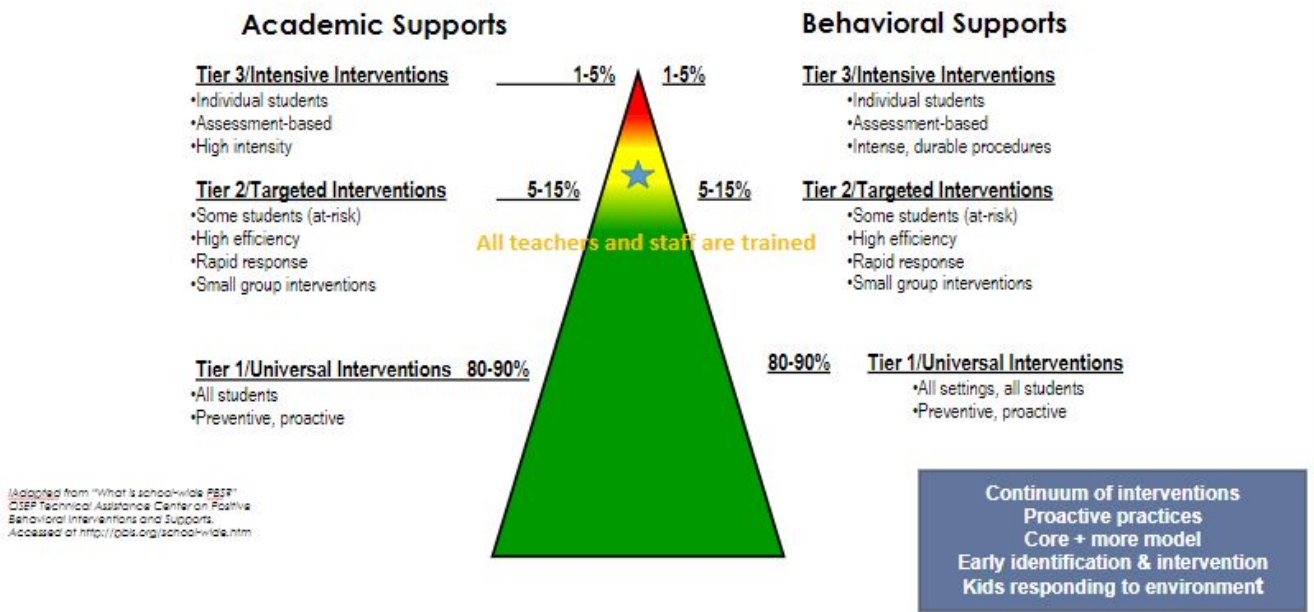
<b>Location</b>	<b>Level</b>
Recess	4
Lunch Room	2
Bathroom	2
Hallway	2
Hallway in Line	0 or 1
Bus	2

**We Believe all students can achieve at high levels!**

At Olin Elementary, we believe in supporting the whole child. Students may find they're in need of some additional support either behaviorally or academically throughout their school year. Teachers, administration, and support staff collaborate frequently to determine if a child needs more support in a certain area. Then, a plan is put in place to help this student be successful and meet his or her goals.

The graphic below explains the Schoolwide PBIS philosophy, which is adapted and implemented by Olin CSD to ensure higher success for our students.

**Positive Behavioral Intervention and Supports (PBIS):  
A Multi-Tiered System of Supports (MTSS) Model**



For academic supports, we have interventions that may include Title 1 support, 5 Minutes Matter site word and/or fact fluency practice, MTSS (RTI) reading groups, homework helper, etc. These supports go above what every student receives in their core classes.

For behavior supports, we have interventions that include CICO (check in/ check-out behavior sheets), CICO Modified Features, SAIG (Social Academic Instructional Groups) On the next page, you can see guidelines used to determine if a student may move in and out of tier 2 in our Schoolwide PBIS System.



## Olin's In-On-Out Decision Making Data for Tier 2 Interventions

Indicators/ Interventions	Course Performance	Attendance	Minors	Majors
<b>On Track</b>	Satisfactory or better in all areas	9% or less absences per year	0-2	0-2
<b>Check-in- Check-out</b>	1 or more needs improvement	10% or more absences per year	3-4 minors (in a month and multiple areas)	3
<b>Check-in- Check-out with modified features</b>	Student has not met goal for CICO			
<b>Social Academic Intervention Groups</b>	2 or more needs improvement  Due to lack of assignment completion and organizational difficulties <b>Academic behavior skills</b>	10% or more absences per year. Avoiding school environment, peer difficulties <b>Pro-social skills</b>	5 or more minor/major or office referrals. Referral include: fighting, Defiance, Disruption <b>Problem-Solving Skills</b>	

**D. DISCIPLINE GUIDE TO ENCOURAGE STUDENT USE OF THE 3 B'S:**

**BE SAFE – BE RESPECTFUL – BE RESPONSIBLE**

Our goal is to provide a positive environment that is conducive to learning. Therefore, the faculty and staff of Olin Elementary have adopted the philosophy and strategies of School-Wide Positive Behavioral Interventions and Supports (PBIS). PBIS provides structure and support for developing systems of positive and proactive school-wide and individualized interventions. Specifically, strategies that:

- promote a positive learning environment (students understand that learning is the priority)
- create a positive culture (students want to be at school)
- teach and reinforce appropriate behaviors (students are explicitly taught appropriate behaviors throughout the building through discussing, modeling and practicing and rewarded with tickets when appropriate behaviors observed)
- prevent problem behaviors (students understand and use strategies to deal with frustrations, misunderstandings, jealousy, disappointments, anger, etc.)

Student behaviors are classified as either Minor or Major. The specific behaviors and their definitions are:

<b>Minor Behaviors Defined</b>	<b>Behavior</b>	<b>Major Behaviors Defined</b>
Student engages in brief or acute failure to respond to adult requests.	Defiance/Disrespect/ Noncompliance	Student engages in refusal to follow direction, talks back and/or delivers socially rude interactions.
Student engages in acute, but inappropriate disruption.	Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Student engages in brief instance(s) of inappropriate language or dirty looks (i.e. arguing and name calling).	Inappropriate or Abusive Language/ Profanity/ Facial Expressions	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Student engages in non-serious, but inappropriate physical contact (hitting, pushing, shoving, kicking, pinching, scratching, spitting, slapping, grabbing, hitting w/ object, hair pulling).	Physical Contact/ Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, pushing, shoving, throwing, spitting, slapping, grabbing). Resulting in bruises or blood.
Student engages in acute misuse of property.	Property Misuse/Damage	Vandalism - Student participates in an activity that results in destruction or disfigurement of property.
Student engages in non-serious but inappropriate (as defined by school) use of cell phone, or other electronics.	Technology Violation	Student engages in inappropriate (as defined by the school) use of cell phone, phone, mp3 player, camera, and/or computer.

Student engages in threatening to end a relationship, exclusion (individual/group), ostracize and total group rejection.	Social Exclusion	
	Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
	Harassment/Bullying/ Gossiping/Threats	Student delivers disrespectful messages* (verbal or gestural) to another person that could include threats, intimidation, gossiping, obscene gestures, pictures, or written notes.
	Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
	Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
	Lying/ Cheating	Student delivers message that is untrue and/or deliberately violates rules
	Illegal Activities	Student engages in use/possession of alcohol, use/possession of combustibles, use/possession of tobacco, use/possession of weapons, arson, bomb threat/false alarm.
Student engages in any other minor problem behaviors that do not fall within the above categories.	Other	Student engages in problem behavior not listed.

When students demonstrate they are not capable of following THE 3 B'S: BE SAFE – BE RESPECTFUL – BE RESPONSIBLE then consequences will be provided by the Olin Elementary faculty, staff, or principal. The consequence will depend on the severity (Minor or Major) and frequency of the offense. A sequence of consequences includes, but is not necessarily in the order of or limited to:

Consequences for MINOR Behaviors:

- Student conference
- Warnings
- Phone calls home
- Apology letters
- Notes home
- Requested/required parent conference
- Silent lunch
- Time out/quiet place in the classroom or office
- Other

Consequences for MAJOR Behaviors:

- Student Conference
- Time in office
- Loss of privileges
- Detention (see below)
- Phone call home (can occur at any time)
- Parent conference (can occur at any time)
- Restitution
- In-school intervention
- Out-of-school intervention

## Detentions

A student may be placed on detention for failure to comply with any school rule, or teacher imposed standard or directive. The length will be determined by the person who assigns the detention. Detentions will be served before or after school, according to the terms specified by the teacher. Students are expected to stay on the day assigned unless other arrangements have been made with the teacher in advance. Students will be given one (1) day to arrange for transportation and serve the detention.

.....

## E. GENERAL INFORMATION

### Telephone Calls

All calls made by students must be permitted by the supervising adult. If a phone call home needs to be made, students are to use a school phone, unless otherwise permitted. **Students will not be permitted to use the office phone in order to make alternate social plans for after school. Parents must call the office by 2:45 or send a note if a student is changing after school transportation. (Walking to a friend's house, riding the bus, etc.)**

### Cell Phones/Electronic Devices

Students are not allowed to use personal cell phones or electronic devices **anywhere on school grounds** without administrator or teacher permission. Cell phones must be turned off before entering the building. Inappropriate use of a cell phone or electronic device will result in either a MINOR or MAJOR behavior consequences depending upon the severity and prior technology violations. When a cell phone or electronic device is confiscated, on the first and second offense, the student will be allowed to pick up their phone in the office at the end of the school day. **On the third and subsequent offense, the parent or guardian of the student will be contacted and be required to pick up the cell phone or electronic device at the end of the school day.** The student assumes the risk when bringing a cell phone to school; the school is not responsible for lost, stolen, or damaged cell phones or electronic devices.

### Special Occasions

If balloons/flowers/gifts are delivered to the school for a student, they will remain in the office until 3:20 p.m. that day. The student will be instructed to pick them up when they are dismissed from school.

### Lost and Found

Any items of personal or school property that are found should be taken to one of the offices where the owner may claim the articles. Students should not bring money, electronics or items of value with them to school. Students must assume the responsibility for their property by keeping it protected in the locker that is provided. In extreme cases the item may be stored in the office. The school assumes no responsibility for lost, stolen, or damaged property.

### Desks and Lockers

All desks and lockers in the school building are the property of the school and remain school property even though they are temporarily assigned to the students. Students are to use desks and lockers for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities or outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school or personal property, evidence of vandalism, and contraband. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for any damage.

### Physical Education Participation

All students will be expected to participate in physical education. If a student has an injury or health concerns that will limit or prevent physical education participation, a doctor's note must be submitted to the main office. The doctor's note must include how long the student will be unable to participate and/or what limitations they may have during class. Students must have a separate pair of tennis shoes for Physical Education class. If they do not then they **will not** be allowed to participate in P.E. class.

### School Records

Parents of students have the right to review their office record kept by the school. The student's records are to be kept confidential and closed to third parties except as provided by law.

### Extra-curricular Activities

Elementary students are encouraged to attend school activities. It is expected that students attend events to watch, not to run in and out or play while the function is in progress. Parental supervision is expected.

### Bicycles

Bicycles ridden to and from school are to be stored at the designated racks on school property. Bicycles are to be walked onto and off of school property; do not ride bicycles on the sidewalk or school driveway. Bicycles will not be ridden during school hours. The school assumes no responsibility for the safekeeping of bicycles.

### Recess

Students in grades PreK- 6 participate in 1-2 recesses a day. Parents are encouraged to check the weather before sending their child(ren) to school to ensure proper clothing is worn for the conditions. All children will be required to go outside to play unless there is a doctor's excuse provided to the teacher/office. Please note children will be sent outside for recess, regardless of how he/she is dressed. Coats, hats, gloves and boots are not provided to students on a daily basis. These items must be brought from home. For students who need these items, parents should contact the office to see what is available. Students stay inside when the wind chill is 10 degrees and below or if the heat index is above 100 degrees.

### Religion

The school may not interfere with the student's right to observe any religion by requiring, establishing, or conducting religious exercises for students. Each student has the responsibility of respecting the right of others to hold beliefs as they desire. During planned school activities that interfere with the religious beliefs of students, the students will be excused from participation.

### Flag Conduct during raising or passing of the flag

The Pledge of Allegiance is recited in classrooms at the start of each day. Students whose religious beliefs do not recognize this practice are permitted to sit quietly.

During the ceremony of hoisting or when the flag is passing in a parade, all persons present should face the flag and stand at attention with the right hand over the heart. Men should remove their hats with their right hand and hold it at the left shoulder, the hand being over the heart. The salute to the flag in a moving column should be rendered at the moment the flag passes.

### Student Abuse-District Employee Program:

Appointment of Level 1 Investigator and alternate for Students Abuse-District Employee program by the Olin Board of Education is: Level 1 Investigator –Lindsey Given, Telephone #319-484-2170. Alternate Investigator is Kris Lyons, County Attorney.

### Complaints and Grievances: Chain of Command

It is the goal of the district to resolve student and parents complaints and grievances at the lowest level. **Students and parents are encouraged to address problems to the teacher or Transportation Director FIRST** for resolution of the complaint. SECOND, if the complaint cannot be resolved, the student and parents may discuss this matter with the Superintendent/Principal within 10 days. If the complaint cannot be resolved, at this point, THEN the Olin School Board President may be contacted in writing by the parents.

### Dress and Appearance

To foster a healthy learning environment, cleanliness and neatness are important. It is shown that children who feel good about their appearance will be more successful in school. Clothing with suggestive printing or advertising about alcoholic beverages, drugs, tobacco, weapons, or offensive material will not be allowed. Any attire or grooming disruptive to the instructional process, which may include, but is not limited to: shorts that are too short; Leotards, Spandex or mesh; bare midriffs; cleavage; halter tops, spaghetti strap tops, sheer or see-through clothing that allows undergarments or excessive skin to be exposed; sagging, baggy pants. Shoes and shirts must be worn at all times. If needed, appropriate clothing will be provided for school hours. **Hats or bandanas are not** to be worn in the school building, with the exception of winter recess during gear and when permitted by a school celebration. A hood on any clothing item **is not allowed to be worn up** while in the building.

### Water Bottles

A student may use a water bottle containing water only. A water bottle may be confiscated, at the staff member's discretion, if a student is using it inappropriately.

### JMC

JMC is an online system that provides parents with access to student grades, attendance, lunch account, etc. at any time. However, parents will need a username and password from the elementary office. The user name is the parent last name, the password is of your choosing. Call Karen at 319-484-2170 with questions. JMC can be accessed through the school website ([www.olin.k12.ia.us](http://www.olin.k12.ia.us)) or <https://olin.onlinejmc.com>.

## **F. CLASSROOM VISITORS**

Visitors are welcome in our school under normal circumstances. We are eager to share the individual and group activities that take place in our classrooms. Please use the following procedures:

- Schedule the best time to visit with the teacher by calling or sending a note. This will help to make your visit worthwhile. Visitors should make an appointment after the first month of school. This allows the children the opportunity to adjust to their new classroom routines and environment.
- All visitors WILL sign in at the office before they go to the appropriate instructional area.
- All visitors should enter an instructional area as quietly as possible.
- Visitors should not expect a parent-teacher conference to be part of the visit.
- Because students are often distracted by visitors in the classroom, please limit visits to a maximum of 90 minutes
- Student visitors may be allowed with the approval of the principal and teacher at least one day in advance.
- Animals brought to school must be deemed healthy by a veterinarian and documentation provided. The visit **MUST** be approved by the principal prior to the visit. The students will visit the animal outside of the school building.

## G. SCHOOL BREAKFAST/LUNCH PROGRAM

The Olin School serves a nutritious breakfast to any student who desires to eat at the school. Serving begins at 7:30 a.m. and ends at 7:55 a.m. each morning school is in session, for a full day. STUDENTS ARE TO ARRIVE TO SCHOOL NO LATER THAN 7:50 IF HE/SHE IS EATING BREAKFAST. Students who eat breakfast at school will be supervised until 7:55 and then sent to their homeroom. Students who do not eat breakfast, but arrive to school before 7:55 are to go to the lunchroom until dismissed by the supervisor. Students who are not in the classroom by 8:00 will be counted tardy.

THERE IS NO BREAKFAST SERVED ON LATE START DAYS!

**As a school we are no longer participating in the Federal Food Program called “Community Eligibility Provision” for Schools (CEP). Because of this, all students will NOT receive a FREE breakfast and a FREE lunch. Those families who qualify for free or reduced meals will still be able to apply individually at registration.**

**Fees: Student breakfast: \$1.90**  
**Student lunch: \$3.10**  
**Adult breakfast: \$2.35**  
**Adult Lunch: \$3.85**

Reminders will be sent home when a student is below the \$6.00 amount in their account. The cost of extra milk is \$0.50 and the cost of the extra entrée depends on the item served.

JMC is an online system that provides parents with access to lunch account information at any time. However, parents will need a username and password from the elementary office. Call 319-484-2170. JMC can be accessed through the school website ([www.olin.k12.ia.us](http://www.olin.k12.ia.us)) or <https://olin.onlinejmc.com>.

Please contact Carrie Fortin, Business Manager (484-2261) with questions or concerns.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital Status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)<<mailto:program.intake@usda.gov>>.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish).

## H. ATTENDANCE

Philosophy: Students will be expected to attend classes regularly and to be on time in order to receive maximum benefits from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, **it is impossible to completely compensate for instructional time missed in classes.** The educational experiences gained at Olin Elementary are irreplaceable. It is expected that parents/guardians accept responsibility to inform the school prior to absences and remind students to take care of make-up work.

**The principal will decide if an absence is excused or unexcused depending on the circumstances.**

Absences: Absences from school generally may be considered excused for the following reasons:

- Personal illness.
- Death or serious illness in the immediate family or household.
- Medical, counseling, dental or vision appointments which cannot be made other than during school hours.
- Family vacations if prior approval is secured from the Principal.
- Other reasons that can be justified from an educational standpoint.

Attendance Procedures:

**School begins at 8:00 a.m. and ends at 3:20 p.m.**

Arrival to homeroom past 8:00 AM will constitute a tardy, even if the student is coming from breakfast. Arrival past 10:00 a.m. constitutes ½ day absence. Leaving before 1:30 p.m. will constitute ½ day absence.

Students who anticipate an absence will give notice to the Principal's Office and teacher in advance. This ensures the student will receive the necessary assignments covered in class during their absence.

Parents and guardians are requested to phone the school on the morning of the student's absence if the school has not been notified. You may leave a message on the school's voicemail if calling before or after regular office hours (7:30 a.m.-3:45 p.m.).

If it becomes necessary to pick up your child from school during the day, please phone the office or talk to the classroom teacher. For the safety of each student, teachers are not to release a pupil from the classroom unless they have a written note or the parent has called the office. No student will be released early to anyone other than his or her parents or legal guardians (proper identification may be necessary) without consent. If picking the student up, report to the office and wait for the child. Do not go to the classroom.

A parent must call or send a note to the school if the student desires to go anywhere other than home or childcare at the end of the day. Please make an attempt to schedule routine physical and mental health visits during non-school hours. If at all possible, parents are requested to plan vacations/trips to coincide with school vacations. If parents take their child out of school, advance notice is preferred.

**The student's parents are asked to call the office prior to 8:25 A.M. on the day of the illness or absence.**

After 8:25 the school will attempt to call the remaining homes of those students who are absent. If the parent has called or if the school was notified in advance, no note will be required when the student returns after an excused absence. Otherwise a note will be required. Students absent two or more consecutive days may be assigned before or after school mandatory homework assistance by their teacher. This will be determined by the teacher and arrangements made with the parents for transportation.



### Chronic Absences Procedures

Whenever a student is absent from school on **five(5) occasions in a quarter**, a phone call will be made by the teacher, whether the absence was considered excused or unexcused. **The principal will decide if an absence is excused or unexcused depending on the circumstances.** A conference with the teacher, counselor and parent will be scheduled to discuss the attendance of the child. **A doctor's excuse is required for 5 CONSECUTIVE days a student is absent due to illness. AND when a student has missed 5 NONCONSECUTIVE days in a quarter, a doctor's excuse may be required on day 6 AND for every absence from then on.**

Whenever a student is absent from school on **ten (10) occasions in a semester**, a written notice shall be sent and/or a phone call made by the teacher. A conference including the teacher and counselor or principal will be scheduled to discuss the attendance of their child.

**If a student misses fifteen (15) school days in a given year, then the Principal will call the County Attorney and may schedule a Truancy Hearing.**

### Tardies

Tardiness will be handled first by the teacher by conferencing with the student and parent. Excessive tardiness will result in a meeting with a teacher, counselor, and parents. The student may be required to attend Homework Helper. Parents will be contacted and parents will need to arrange transportation.

## **I. HEALTH RELATED ISSUES**

### Appropriate Weather-Related Clothing

PK-6 elementary students are required to wear boots when there is snow on the ground or when it is snowing in order to go off the blacktop. Boots should be such that they pull over the shoes easily or a snow-boot that is worn without a shoe. On days when boots are necessary, please send a pair of shoes to wear indoors. Children should not wear their boots all day. Boots track moisture into the classroom and cause feet to get too hot and sweaty. Also, shoes are required to be worn for safety and health reasons.

Be sure your son or daughter has warm winter outerwear. Coats, mittens, and snow pants are recommended for school during the winter months. Because our weather is so unpredictable, one must be prepared for these changes. Take the necessary precautions to dress accordingly before leaving for school. We recommend that your child has an extra pair of socks, pants, and a shirt at school in case of an emergency.

### Insurance

A pupil insurance program is offered to the parents of pupils in the district. There is an accident injury plan and a dental plan available. It is important for parents to know that the school liability insurance does not cover your child for accidents that may occur under reasonable supervision in the classroom, at recess or PE class. The purchase of pupil insurance is voluntary with the entire cost being paid by the student or parents. The school assumes no responsibility for settlement of claims other than providing report forms.

### Healthy Snacks

Parents are encouraged to pack healthy Tier 1 lunches and snacks and to refrain from including beverages and foods that do not meet the federally established nutrition standards for individual foods and beverages.

#### Foods and Snacks

- Fruits, vegetables, whole grains, and related combination products and nonfat and low-fat dairy that are limited to 200 calories or less per portion
- No more than 35% of total calories from fat
- Less than 10% of total calories from saturated fats
- Trans fat-free (<0.5 gm/serving)

- 35% or less of calories from total sugars, except for yogurt with no more than 30 gm total sugar per 8 oz.
- Less than 200 mg sodium per portion

#### Beverages

- Water without flavoring, additives, or carbonation
- Low-fat (1% milk) and nonfat milk
- Lactose-free and soy beverages are included
- Flavored milk with no more than 22 gm of total sugars per 8 oz. serving
- 100% fruit juice in 4 oz. portions packaged for elementary students
- Caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances

#### Health Emergencies

Each student must have a certificate of immunization or exemption certificate on file in the office. If proof of immunizations or exemption is not present on file, a provisional certificate may be issued and student has a 60 day period to obtain required immunizations. If failure to obtain immunizations in the 60 day period, will result in student not being able to attend school, until requirement fulfilled. Students who become ill or are injured at school should report to their teacher or main office. When appropriate or necessary, students will be given first aid or arrangements will be made to seek further assistance. The Board assumes no responsibility for medical treatment of students. Injuries deemed to be of a serious nature would result in the parents being contacted as soon as possible. The person in charge will fill out an accident report form at the time the injury occurred.

If a student must take prescribed medication during school hours, written authorization and instructions must be provided by the parents or guardians of the student and all medications must be left at the main office for disbursement to the student.

#### Administration of medication procedures:

- The medication must be prescribed by a person licensed to do so.
- The directions for dispensing and possible reactions to the medication must be stated by the practitioner.
- The parent or guardian must sign a request for giving prescribed meds.
- The prescription and request will be kept on file in the nurse's office.
- The medicine must be in the original prescription container with all dispensing information listed.
- The medication will be kept in a locked cabinet while at school.
- Access to the medication will be controlled by the office staff.
- A written record will be kept documenting name, medication, dosage, and the time given. The record will be initialed by the dispenser.
- At the end of the year, or at the end of the dispensing time, any remaining medication shall be returned to the parent or destroyed. If medication is destroyed, it will be noted on the pupil's record.
- Any over the counter medication, including cough drops, supplied per parent/guardian, must be brought in an unopened and labeled bottle/bag and stored in the office. A parent authorization consent form is required prior to dispensing.
- Over the counter medications provided by the school include neosporin, calamine lotion and hydrocortisone cream.

Vision Screening- Vision Screens will be done at school as required by law or recommended by the National Association of School Nurses. If you do not want your child to participate in the above listed screening, contact to office or send a note.

#### Emergency Phone Contact

Your phone number and an emergency number along with completion of a 'Health Concerns Information' sheet will be requested from the office at registration or on the first day of school. Our purpose is to have accurate, up-to-date information so you can be located in case of student injury or illness. First-aid will be administered and parents contacted in case of any serious problem.

Your emergency number(s) are very important to have on file. If your child is badly hurt and needs a physician's care immediately, you will need to be reached in order to give permission for treatment. These numbers are also important when your child becomes ill and must be sent home from school. List someone who could be available to care for your

child until you can be reached. It is important to have a local number as someone who lives far away would be unable to fulfill this need. **If these numbers change during the school year, please contact the office.**

#### Protocol for Illness

You can help safeguard the health of your student as well as other children in the same class by:

- Keeping your child home when he/she has a cough, runny nose, sore throat, headache, rash or upset stomach. There are times when your child may be sick but not running a fever. They should be kept home.
- If your child is sent home ill from school with a fever (100 F or above), **they must be kept home until they have not run a temperature greater than 100 F for twenty-four hours without the use of fever reducing medication, such as motrin or tylenol.** (Example: If a child goes home with a temperature at 11:00 a.m., he/she should not return to school the next day.)
- If your child is sent home ill from school because of vomiting or diarrhea, **they must be kept home until they have not vomited or had diarrhea for twenty-four hours.** (Example: If a child goes home at 11:00 a.m., because of vomiting he/she should not return to school the next day)
- Your child needs adequate sleep. Ten to twelve hours of sleep each night is recommended.
- Please phone the office if your child is sick or has a contagious illness so other students may be watched more closely. Otherwise a note should be sent to the teacher explaining the reason for each absence.
- Contact the school if your child is suspected or known to have a communicable disease or contagious condition. Examples that should be reported are chicken pox, head lice, pink eye, impetigo, and influenza.
- Strep Throat or Pink Eye-keep your child home from school until they have been on an antibiotic medication for 24 hours prior to returning to school.
- In the case of measles is identified in our school district, public health requires all unvaccinated students and staff to remain at home for 21 days after the last possible exposure to measles.

#### Head Lice Information

Head lice are usually transmitted through close personal contact with another infested individual or through the use of common combs, brushes, and other grooming aids; through sharing hats, caps, wigs, coats; or through co-mingling of these items at the homes of friends, at school, at church or other public places. Most parents have the impression that lice become established on persons who are unclean. In the case of head lice, this is NOT true. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

- Olin Elementary does not send your child home due to lice or does school wide lice checks.
- If you have questions or concerns regarding lice treatment, contact the main office/nurse. Lice treatment kits may be available for distribution.

What to look For: Head lice are elongated insects about this (-) long and are greenish-white with white margins. Lice do not have wings and, therefore, CANNOT FLY. Since crawling forms are so difficult to find, the diagnosis of head louse infestation is frequently made on the basis of finding nits. A nit is a louse egg. Nits are teardrop in shape – about this size (‘), and vary in color from yellowish-brown to white. Head lice attach each nit to the hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the naked eye. Examine the nape of the neck and behind the ears very well.

Treatment: Treatment is directed at the infested individual and his/her personal articles; e.g., hats, caps, combs, brushes, barrettes, towels and bedding. The State Health Department or the U. S. Public Health Service does not recommend fumigation or use of insecticides in the school and school buses.

#### Individual Treatment:

- Remove all your child’s clothing and place him or her in a bath or shower stall.
- Apply head louse shampoo according to your physician’s instructions or label instructions provided by the drug manufacturer. Several medicated shampoos (pediculicides) are available

for head lice – RID, Kwell, A-200 Pyrinate, R & C Shampoo, Nix cream rinse, etc.\* Kwell is available by prescription only, and the others may be purchased without prescription from the drug store. There is no published evidence to indicate that one shampoo product is superior to the others. Nix cream rinse has a 97%-99% cure rate in controlled clinical studies.

- Have your child put on clean clothing after treatment.
- **Repeat treatment in 7 days.** While the pediculicides mentioned above rapidly kill crawling lice, they do not kill all the nits. Therefore, the treatment should be repeated in 7 days to kill newly hatched lice. The 7-day interval corresponds to the incubation period of a louse's egg.
- **Important activity between treatments: wash hair daily** with regular shampoo and follow with a conditioning cream rinse. After applying conditioner to the hair, comb through the hair use a very **fine tooth comb** to pull nits out of the hair.
- All family members and close friends of your child should have their hair examined. Family members who have evidence of infestation (crawling lice or nits) should be treated. Siblings or a parent who SHARES a bed with a known infested child should be treated, whether or not there is evidence of infestation at the time of the examination.
- Upon return to school of an infested child, this individual will be checked for lice and nits and then will be rechecked again in 7 – 10 days. If the student is found positive after 7 – 10 day days, parents will again be notified and additional treatment will be recommended. .
- **Individuals with recurring infestations** will be checked regularly for the presence of nits and may need to work with Olin School Nurse or a referral may also be made to the County Health Nurse to provide family support.

#### Decontamination of Personal Articles and Environment

Since heat is lethal to lice and their eggs, many personal articles can be disinfected by machine washing articles in HOT water and/or drying using the **HOT cycle of the dryer**. Eggs are killed in 5 minutes at 51.5 degrees C (125 F), and crawling forms succumb to slightly lower temperatures. If total reliance is placed on the clothes dryer for disinfection, dry articles for at least 20 minutes at the HIGH HEAT setting.

- Some non-washable articles may be disinfected in the dryer provided that the heat will not harm the item. Items that are too large to be washed such as comforters or stuffed animals, can be sealed in plastic trash bags for two weeks.
- Make sure to disinfect personal items such as combs, hair clips, etc.

#### A Special Word about Nits:

Nits (eggs) are laid on the hair shaft next to the scalp. This provides optimum temperature and moisture to incubate and hatch the eggs. All pediculicide manufacturers state their products will kill eggs. This has not been substantiated in community studies. The Iowa State Health Department recommends two treatments spaced 7-10 days apart to ensure effective control in the event any eggs hatch and develop into lice. **Spacing treatments closer than 7 days will not be of practical value.**

#### J. **EMERGENCY PROCEDURES**

**The safety of students and staff is the highest priority of the Olin CSD.**

Security measures in place are:

- Elementary inner, entrance doors are locked so visitors cannot enter the building unannounced
- Visitors **must** sign in before entering the inner doors to the hallway and wear a visitor pass
- Security cameras both inside and outside the building
- Building-wide notification system

#### Unwelcome Guest / Intruder

Periodically drills are held to practice safety procedures to be followed when there is an unwelcome guest or intruder in the building.

### Fire and Tornado Drills

Periodically, we will conduct fire and tornado drills. This is a means of learning and practicing the proper, safe procedures during such emergency situations. A tornado alarm is a continuous sound of the noise device. A fire alarm is an intermittent sound of the alarm. (On and off)

### Fire Precautions – (Intermittent Alarm – ON and OFF)

Know all fire exits for all your rooms. Your teachers will practice these with you.

Walk orderly to the fire exit as a group with your teacher.

Go at least 100 feet from the building to allow for emergency vehicles and for safety from heat or explosion.

Stay with your class so that attendance can be taken by your teacher.

After a signal has been given by an administrator, your teacher will return with you to the building.

### Tornado Precautions – (Steady Alarm)

Know all shelter areas for the classes and rooms that you are in regularly. Your teachers will practice these with you. These are also posted in the rooms and mapped on the following pages.

Go to the designated shelter area orderly and quietly with your teacher.

Crouch close to the wall with your head down and your hands clasped over the back of your neck.

Stay down and be quiet until you are notified by an administrator to return to your room. Your teacher will return with you to your room.

## **K. CHILD SAFETY**

With increasing mass media attention and public awareness of child safety, the following information is a reminder for all, and a request from the elementary school personnel. Please review the following safety rules with your child:

- Stay away from strangers.
- Do not approach unfamiliar vehicles.
- Never enter a vehicle or home of someone unfamiliar.
- If the situation arises, run to the nearest place of safety.
- Never run into a deserted area.
- Always yell or scream for help.
- If possible, get a description of the person, vehicle and license number.
- Remember, being safe is your first priority.

## **L. LATE START / EARLY RELEASE/ CANCELLATION OF SCHOOL**

In the event of severe weather conditions or other emergencies, a delay, early release, or cancelation of school may be called. Please do not call the school. Parents, students, and community members can be notified in the following ways:

- Olin CSD uses a text service through JMC. Make sure the office has a current cell phone number and email address of all adults (daycare provider, grandparent, sibling, etc.) needing to be informed of such events.
- We will post announcements on FaceBook as soon as they are available.
- If we have an email on file, an email will be sent to you with the announcement- a service offered through JMC.
- Announcements will be made over KWWL, KGAN, and KCRG.

## M. CURRICULUM AND INSTRUCTION

### Support Services

When concerns arise with students, there is assistance available for teachers and families from both Olin CSD and Grant Wood Area Education Agency (GWAEA). These services include building staff (special education teacher, counselor, nurse, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologists, occupational and physical therapists, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

### **Book Fees: PK-6 \$50.00**

#### Textbooks/Workbooks

Textbooks and workbooks are issued to students with the understanding that they are to be given good care. Fines will be assessed for damage to textbooks caused by unnecessary abuse.

#### Planners

One planner will be issued to students in grades 1-6 at the beginning of the school year. Each student is responsible for keeping their planner with them at all times. If a replacement is needed there is a \$5.00 replacement fee. These are necessary for your child to have in their possession for the following reasons:

- School/Home communication resource
- Upcoming events will be recorded in the planner
- Spelling lists will be placed in them
- Monitoring use of classroom exit passes
- Daily homework information

#### Report Cards/Grades

Issued after each nine week grading period. The style of report card varies with the grade level. The younger grade levels use progress indicators while the upper grades use more traditional letter grades. Grades are computed and assigned by the teachers. They are based on effort and achievement. Grades are affected by attendance, preparation of assigned work, class participation, conduct in class, and test grades. JMC is an online system that provides parents with access to student grades (3<sup>rd</sup> – 6<sup>th</sup>) at any time. Parents will need a username and password from the elementary office. Call 319-484-2170. JMC can be accessed through the school website ([www.olin.k12.ia.us](http://www.olin.k12.ia.us)) or <https://olin.onlinejmc.com>.

#### Progress Reports

In addition to report cards, a report may be sent home at any time to either address an area of concern or to celebrate student success.

#### Laptops

All student issued laptops are the property of the school and remain school property even though they are temporarily assigned to the students. Laptops are to be used under the direction of the classroom teacher and are for school assignments only. Any student who has been found to deliberately damage or misuse a laptop may have to reimburse Olin School for any repair/replacement costs.

## N. BUS RIDING – TRANSPORTATION

According to Board Policy (411.1) a bus driver is responsible for the students on his/her bus when he/she alone is in charge of students. Transportation rules are printed and distributed to all students in the Student and Parent Handbook so all students and parents should be aware of these rules.

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 authority to assign consequences to a student and may notify the principal of a student's inappropriate bus conduct. The driver is in charge of the riders and the vehicle and is to be obeyed promptly.

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 who ride a school bus to school sponsored activities are expected to return on that same bus, unless the parents personally arrange for other transportation with the sponsor of the group.

If a child is to bring another child home on the bus, **a note from the parents requesting such permission** shall be presented to the Office and the student's teacher. If a child is not riding the bus home at night (such as staying in town with a friend) a note to that effect must be presented to the office and the student's teacher.

**The student will NOT be permitted to change their normal procedures at the end of day just because they say their parent knows and approves. The parent MUST notify the Office and the student's teacher. The student will NOT be allowed to call parents/guardians at the end of the day to change plans.**

Students living outside the Olin city limits, and within the required state distances, will be furnished transportation so long as they comply with the established rules and regulations.

### **Conduct While Boarding and Leaving the Bus**

- Students will enter and leave the bus at the right, front entrance. If pupils must cross highway, street, or road, they are required to pass 10 ft. in front of the bus after they have looked in both directions and have received a signal from the bus driver.
- Students are not to move toward the bus until it has come to a complete stop.
- Students are to board the bus in single file, go directly to their seats, and refrain from crowding and pushing.
- Students are to remain in their seats until the bus has come to a complete stop.
- The driver will not discharge students at places other than the regular school or home stop unless he/she has a written Bus Pass authorized from the office. Any "friends" of regular riders are required to have a written bus pass authorized from the office to board the bus. No exceptions.

### **Conduct While Riding the bus**

- Students may converse quietly with their neighbors. Singing, whistling, yelling or other loud noise is not permitted. Profanity is prohibited.
- Students are to face the front of the bus. They are not to change seats or annoy other riders. Students are not to put their heads, arms, or legs out of the bus windows.
- Students are not to throw anything out of the bus windows.
- Musical instruments or large packages are to be left at the front of the bus with the driver if he/she so requests.
- Food on the bus is up to the driver of the bus.

## **Bus Discipline Procedures – PK-6th**

Riding the bus is an extension of the school day. Students are expected to follow the **3 B'S**:

### **BE SAFE – BE RESPECTFUL – BE RESPONSIBLE**

When students violate any of the 3Bs when riding the bus the following consequences will be provided:

#### **If the violation is a MINOR behavior-**

First Incident: The bus driver will provide a warning to the student and call the parent if necessary. IF the student continues to violate any of the 3 Bs then:

Second Incident: The bus driver will notify the Principal. The Principal will notify the parent. The student will be given a seat assignment, and conference with the Principal. IF the student continues to violate any of the 3 Bs then:

Third Incident: The bus driver will notify the Principal. The Principal will notify the parent for a conference to be held with the bus driver in attendance. Bus riding privileges are suspended for 1 day. IF the student continues to violate any of the 3 Bs then:

Fourth Incident: The bus driver will notify the Principal. The Principal will notify the parent. Bus riding privileges are suspended for 5 days. IF the student continues to violate any of the 3 Bs then:

Fifth Incident: The bus driver will notify the Principal. The Principal will notify the parent. Bus riding privileges are suspended for 10 days.

\*Violations beyond the Fifth Incident could bring a recommendation to the school board to suspend riding privileges for the remainder of a school semester and/or school year.

\*The conditions of the situation and/or severity of the offense may result in skipping steps one, two and three.

\*Students who lose bus-riding privileges are expected to be in attendance at school on those days.

#### **If the violation is a MAJOR behavior-**

First Incident: The bus driver will notify the Principal. The Principal will notify the parent for a conference to be held with the bus driver in attendance. Bus riding privileges are suspended for 1 day. IF the student continues to violate any of the 3 Bs then:

Second Incident: The bus driver will notify the Principal. The Principal will notify the parent. Bus riding privileges are suspended for 5 days. IF the student continues to violate any of the 3 Bs then:

Third Incident: The bus driver will notify the Principal. The Principal will notify the parent. Bus riding privileges are suspended for 10 days.

\*Violations beyond the Third Incident could bring a recommendation to the school board to suspend riding privileges for the remainder of a school semester and/or school year.

\*The conditions of the situation and/or severity of the offense may result in skipping steps one and two.

\*Students who lose bus-riding privileges are expected to be in attendance at school on those days.



**O. Illegal Items Found in School or in Student’s Possession**

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

**P. STATE AND FEDERAL POLICIES**

POLICY TITLE: Multicultural and Nonsexist Education Code #603.4

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, national origin, gender (sex), disability, religion, creed, age, marital status, sexual orientation, gender identity or socioeconomic status. The education program is free of discrimination and provides equal opportunity for the students. The education program will 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. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic- Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Code No. 104 **Page 2 of 3**

**ANTI-BULLYING/HARASSMENT POLICY**

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, social media, or similar technologies.

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or, The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## **ANTI-BULLYING/HARASSMENT POLICY**

### **Code No. 104**

Page 3 of 3

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- A copy shall be made to any person at the central administrative office at 212 Trilby Street; Olin, IA 52320

**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Code No. 104.E1

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Gender
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	Socioeconomic Status	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM**

Code No. 104.E2

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:     /     / \_\_\_\_\_

**DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Code No. 104.E3

Name of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Grade and building of student or employee: \_\_\_\_\_

Name and position or grade of alleged perpetrator /respondent: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Gender
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	Socioeconomic Status	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:        /        / \_\_\_\_\_

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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 did;
  - witnesses to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and,
  - how the harasser responded.

### Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### Conflicts

If the investigator is a witness to the incident, the alternate investigator shall investigate.

OLIN CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
SCHOOL HANDBOOK  
2020-2021

Please read and discuss the Guidelines for Success and the information in the handbook with your child. We ask that you sign as an indication that you will review this handbook with your child and ensure that they understand the expectations, procedures, and consequences.

Please return this to office staff. These will be kept on file in the office.

CHILD(REN) \_\_\_\_\_

PARENT(S)/ GUARDIAN(S) \_\_\_\_\_

DATE \_\_\_\_\_