

Dear Students and Parents,

Welcome to Allamakee Community Schools. We have prepared this handbook to acquaint you with the policies and procedures that are in place for our elementary program. Hopefully, this handbook will help you to understand how we operate our elementary program and also serve as a convenient source of information throughout the school year.

We believe it is very important for parents to be involved in their children's education. We strongly urge that you attend parent-teacher conferences, school programs, visit school, and discuss the daily routines with your child. It is our goal that your child will grow socially, emotionally, behaviorally, and academically.

We ask that Allamakee Community School students enter our doors with an enthusiasm for life and learning, a loyalty to school and classmates, and with a pride in their work and accomplishments. Remember always that we are here to help. We are interested in your thoughts and your well-being, but most of all, we are interested in you as a person.

Anyone attending a school sponsored activity must be identifiable, no masks or face coverings are permitted. This includes the school day, athletic events, activity programs and all other school activities.

Sincerely,

Joe Griffith, Principal  
East and West Elementary Schools

Code No. 102.E1

#### NOTICE OF NONDISCRIMINATION

**It is the policy of the Allamakee Community School District (ACSD) not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), 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 the district's Equity Coordinator:**

(Title) Gretchen DeVore, Equity Coordinator

(Where located) Allamakee Community School District, 1061 3<sup>rd</sup> Ave. NW, Waukon, Iowa, 52172

(Telephone number) 563-568-3466

In addition, any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact the ACSD Equity Coordinator.

## **General Information**

### Allamakee Community Schools Mission Statement

To serve all students fairly and equitably as we facilitate their educational experiences.

### Educational Equity

The Allamakee Community School District is an equal opportunity education institution that does not discriminate on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability in its activities, programs, or employment practices as mandated by Title VI, Title IX and Section 504. Information on grievance procedures can be obtained from the Superintendent at (563) 568-3409.

### School Organization

The Elementary Schools in Waukon are West Elementary with Preschool, Kindergarten, 1st and 2nd grades, and at East Elementary with 3rd, 4th, and 5th grades.

The school is a graded system operating self-contained classrooms with variations to accommodate special needs. Classroom teachers are responsible for instruction in the classroom areas. Special teachers are provided for music, art, physical education, Title I reading, psychological services, pupil health, speech therapy, hearing correction, library skills, special education, Accelerated Learning Program, and guidance.

### Area Education Agency (AEA)

Keystone Area Education Agency 1, with its main office in Elkader, provides us with services which include hearing, speech, testing, consultation or direct therapy which may provide added information, techniques, or individual assistance which can help the school make the most appropriate education experience possible for your child. We hope that you will utilize their services or seek assistance from them as you would any other staff member in our district.

Federal and state regulations require that parents must grant written approval prior to the initiation of any of the above services.

### School Entrance Age

All pupils entering bright beginnings or kindergarten must have reached their fifth birthday in the year of entrance on or before September 15, which is specified in the Code of Iowa. Pupils entering the 4 year old preschool program must have reached their fourth birthday in the year of entrance on or before September 15.

### Kindergarten Registration

In the spring, Kindergarten registrations are held at West Elementary. The purposes of this program are to acquaint parents or guardians and children with the building, to obtain information as to number of children to be enrolled, and to promote physical examinations and immunizations for all children before entering school.

### Changes of Address

All changes of address, phone numbers, etc. should be reported to the school office as soon as they occur.

### Student Fees

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

### Teacher Qualifications

All teachers are certified and licensed by the Iowa Board of Educational Examiners to teach in their subject area. All Title I teachers have a reading endorsement. Parents may request information on the professional qualifications of their child's teacher from the building principal.

### Telephone Information

East Elementary	568-6304 ext. 1
West Elementary	568-6375 ext. 2

## **Student Attendance**

### School Time Schedule

West Elementary	8:20 a.m. to 3:15 p.m.
East Elementary	8:15 a.m. to 3:10 p.m.

Parents or guardians are requested not to send their children to school before regular school time and to see that they do not remain in the school building or on the school grounds after school unless they are at a scheduled event or are under the supervision of a staff member. **Students will not be under school supervision before 8:00 a.m. or after 3:30 p.m.** unless kept after by school personnel.

### Leaving School Before Dismissal

If it is absolutely necessary that a student leave school before the regular dismissal time, he/she must bring a written request from home stating the reason. A parent or other authorized adult must pick up the child from the school. A parent or other authorized adult must report to the office before picking up a student from the classroom. If the student is returned to the school before dismissal time, the parent must again report to the office before sending the child back to the room. In case of emergency, permission to leave may be received from the principal.

## **Student Health, Well-being, and Safety**

### Accidents

In the event of a serious accident at school, the parents are called, or if necessary, the emergency number on the registration card is called. In case neither parent can be contacted, school authorities will attempt to take necessary steps to assure the welfare of the child.

### Attendance Policy

Student attendance is critical to school success. Healthy children should be at school every day with a goal of 96% student attendance. This means a student should only miss 7 days.

The following steps may occur if administration deems your child is missing too many school days:

- Letter to parent
- Meeting with parent, child, and school personnel
- Truancy proceedings

### Asbestos Policy

The Allamakee Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act, which was enacted by the United States Congress in 1986. A complete copy of the asbestos management plan for each of the district's buildings is available at the Superintendent's office – 1059 3<sup>rd</sup> Avenue NW in Waukon.

### Child Abuse Law

All school personnel are mandated reporters of any and all cases of suspected child abuse.

### Communicable Diseases

In order to help control the spread of communicable diseases, the parents are urged to follow the recommendations of the State Department of Health and clear all cases of illness with their family doctor before returning their child to school.

### Dental Appointments

Dental appointments should be made at a time which will not necessitate missing school.

### Dental Cards

Dental cards are available at the school office and at offices of local dentists. These will be signed by the dentist if there is no work to do or if child's dental work has been completed. These cards should be returned to the school nurse.

### Excuses for Absence

A student must bring to the attendance office a note from his parents upon his return to school following any absence.

Students will be counted tardy if they are at school by 10 a.m., after they will be counted absent for the morning. If students leave before 2 p.m., they will be counted absent for the afternoon.

### Fire and Emergency Drills

All of the schools in the Allamakee Community School District follow prescribed fire and emergency drill regulations. Schools are regularly inspected by the local fire department and the state fire marshal's office.

### Parent Call-In Policy

Parents/guardians are requested to call their child's school by 9 a.m. if the child will be absent that day. If no call is received by that time, the school nurse or secretary will contact the child's home.

### Human Growth and Development

The school board shall annually provide to a parent or guardian of any pupil enrolled in the school district, information about the human growth and development curriculum used in the pupil's grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files, with the appropriate principal, a written request that the pupil be excused from the instruction. The pupil's parents or guardians will be required to list the unit or units from which they wish to have their child excused. Your child will incur no penalty, but may/shall be required to complete an alternative assignment that relates to the unit and is consistent with assignments required of all students in the class. Information regarding the written request and other questions concerning human growth and development should be directed to your child's building principal.

### Illness At School

In the event that a child becomes ill at school, the parents will be called, or if needed the emergency number on the registration card, so that the child may be taken home. Please make arrangements so this can be handled effectively for your child.

### Immunization Law- Code of Iowa

This law requires that all children of school age have certain required immunizations in order to be allowed admittance into school. To be permitted attendance in school, one of four possible certificates must be presented to school officials: 1) Medical Exemption Certificate 2) Religious Exemption Certificate 3) Provisional Certificate, or 4) Validated Certificate (all immunizations up-to-date).

### Insurance

Low cost accident and dental policies will be offered as a service by the school. Complete details of this insurance, its coverage and cost will be given to each student. We urge all to take advantage of this opportunity.

It is the student's responsibility to report all injuries for which a claim is to be made to the office promptly; obtain a claim blank properly completed by the school; and present it to the doctor handling the case, who will complete the report and transmit it to the insurance company. The school is only performing a service for the student and is in no way responsible for the collection of claims. Claims should not be delayed until vacation months.

### Medications

If a student needs to take prescription medication during the school day, arrangements should be made with the school nurse. Students aren't allowed to have any medication in their possession with the exception of asthma inhalers in grades 3-5. All medications given to students through the school nurse must be in the correctly labeled prescription bottle. If a student needs to take a short term antibiotic, the pharmacy will provide a separate correctly labeled bottle for school use. Any questions about your child's medications should be directed to the school nurse.

### Physical Examinations

Physical examinations are urged for all children; and required for those entering school for the first time.

### School Nurse

A school nurse will be on duty in each building at a scheduled time and available on call.

### Smoke Free

The use/consumption of tobacco products is prohibited in all school buildings and grounds.

## **Student Activities**

### Field Trips

Field trips to places relevant to units of study will be scheduled from time to time throughout the school year. Teachers may at times ask a few parents to accompany the class to act as chaperones. 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.

A permission slip signed by a parent or guardian is required before a child may go on a field trip.

### Instrumental Music

The elementary band program is available for students in grade five. Instrument selection occurs at the end of fourth grade.

### Private Lessons

Private music lessons are the responsibility of the parents. We prohibit the use of school time for these lessons.

### Activity Attendance

If a student does not attend during the day because of illness, he/she is not to participate at an activity that evening.

### Outside Activity Information

We believe it's important to help families be involved in the wide variety of activities available for students outside of school. Information from known non-profit or governmental organizations will be sent home with students. Some examples that will be sent home with students are: Park and Recreation, 4H, Scouts, County Conservation, NICC, Luther College, Veterans Memorial Hospital, Waukon Booster Club and any school organization.

Information provided to the school from organizations that do not meet this criteria may be made available for students to pick up outside the office pending Administrative approval. Examples could be: Summer/Sports camps (other than above stated organizations), Horse Riding Lessons, and Violin or other instrument lessons.

The district will not make copies or have any associated expense in providing outside information to families.

## **Student Records**

### Student Records Access

The legal guardian of a student has the right to see that student's cumulative record file. If there is a disagreement regarding the contents of the file, the guardian can request a hearing for clarification and/or removal of the item in question. The school does not allow access to a student's file to anyone other than authorized personnel unless written consent has been obtained from the guardian. All student files are maintained for at least three years after graduation.

## **Appropriate Use of the Internet**

A student who accesses restricted or inappropriate items on the internet may lose all internet privileges which may impact classes that require internet use for completion of assignments. The school does utilize internet protection software, but the responsibility for appropriate use rests with the individual student.

## **Student Rights and Responsibilities**

### **Corporal Punishment**

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

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

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

### **Dress and Grooming**

Students are to dress in a manner consistent with accepted community standards of good taste and decency. Students may be asked to change clothes if the following is noted: midriff shirts, shirts with spaghetti straps, slang sayings on shirts, student's dress is restrictive, dangerous or distracting to the education of other students. We do not allow any shirts with alcohol, smoking, or inappropriate slogans on them. A student wearing such a shirt will be asked to turn it inside out or parents will be contacted.

### **Free and Reduced Lunch**

Students enrolled and attending school in the Allamakee Community School District who are unable to afford the cost or a portion of the cost of the school lunch and supplemental foods, will be provided the food program services at no or a reduced cost.

It shall be the responsibility of the school food's secretary in cooperation with the Superintendent of Schools to determine if a student qualifies for free or reduced cost school food services. Students whom a certified employee believes is improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

A student who is unable to afford the cost of a school lunch may be eligible to receive food services at either reduced or no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the Superintendent’s office.

Due to Federal Food Guidelines, please do not bring restaurant food to school for your child.

### Handicapped Accessibility

All buildings located in Waukon are handicapped accessible. All buildings have handicapped boys' and girls' rest rooms, entrances and parking spaces. East Elementary building's boys' and girls' rest rooms are located on the first floor across from the office complex. West Elementary building's boys' and girls' rest rooms are located in the north hall. In the high school the boys' and girls' restrooms are located in the east hall by the vocal music room. These rest rooms will be open to the public at all activities.

The entrance for East Elementary is located at the north end of the East Elementary. There are also two parking spaces near the same entrance for a car and a handicapped van. The entrance to the West Elementary building is located at the northwest corner of the building with a parking space being located next to the entrance.

### Locker Searches

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### Section 504/American with Disabilities Act

Section 504 is an Act which prohibits discrimination against persons with a disability in any program with Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities including, but not limited to, activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Allamakee Community School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services. If the parent(s) or guardian(s) disagree with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent(s) or guardian(s) the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;



5. ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. a hearing on the issue if the school and parents don't agree an amendment is needed.

If there are any questions, please feel free to contact Joe Griffith, 504 Coordinator for the Allamakee Community School District at 563-568-6375.

### Student Abuse By School Employees and Assigned Investigations

Chapter 102 of the Iowa Administrative Code prescribes procedures for charging and investigating incidents of abuse of students by school employees. It is the responsibility of the local school district to publicly notify district patrons of the designated investigators when a report of abuse needs to be filed. The Board of Education has appointed the following two staff members as the designated and alternate investigators for investigating reports of abuse of students by school employees.

#### Designated Investigators:

Karen Burke, School Nurse, Allamakee Community School District, 953 Third Ave N.W., Waukon (563)-568-6375.

Jay Mathis, Superintendent of Schools, Allamakee Community School District, 1059 Third Ave N.W., Waukon (563)-568-3409.

**Physical Abuse:** means non-accidental physical injury to the student as a result of the actions of a school employee. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force.

**Sexual Abuse:** means any sexual offense as defined by Iowa Code Chapter 709, Iowa Code Section 728.12(1), or any sexual act with or directed toward a student.

**Injury:** occurs when evidence of physical contact is still apparent at least twenty-four (24) hours after the incident.

### Student Directory Information

The following information may be released to the public in regard to any individual student of the school district as needed: Name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.

### Student Fees

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

### Swearing/Inappropriate Language

Swearing and/or inappropriate language will not be tolerated in the school setting at anytime. Students are expected to follow standards conducive to a learning situation at all times. If a student uses this type of language he/she will be confronted and be informed that the unacceptable language must cease. If the student continues to use inappropriate language a conference may be held with his/her parents.

### Title IX

No person in the Allamakee Community School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The Title IX Coordinator is Jay Mathis, 1059 3rd Ave NW, Waukon, Iowa 52172, telephone - 568-3409.

### Weapons Policy

Any student who brings a weapon, dangerous object or “look-alike” weapon onto school grounds may be suspended from school immediately by the principal, with the guardian being contacted promptly. Law enforcement officials will be notified when appropriate. The superintendent will review each incident to determine the length of the out-of-school suspension (5 or 10 days) or possible expulsion.

### Searches

To ensure a safe learning environment for students, school administrators will conduct searches whenever necessary in accordance with all applicable federal and state laws. Periodic maintenance inspection of lockers may be conducted.

## **Student Scholastic Achievement**

### Mandatory Student Success

It is the goal of the Allamakee Community School District to ensure that every child has the skills necessary to be successful in life. In order to ensure that each child has these skills, it is important that s/he attend school regularly, complete daily assignments, and maintain passing grades. It is our belief that every child is capable of this.

Therefore, the following supports will be instituted on an individual basis. A student will be asked to attend after school programming if any one of the following occurs:

- If a student is less proficient or at risk of becoming less proficient in reading and/or math based on the Iowa Assessments or other district assessments.
- If a student has an F in an academic subject area at mid-term or report card, or who is performing significantly below his/her ability.
- If a student misses seven or more days of school.
- If a student has excessive tardies.

Students who do not make good effort to resolve attendance and/or academic deficits will be considered for retention.

These measures are not intended to be punitive in nature, but are a positive support for the student's benefit.

### Report Cards

Report cards are sent home on the Wednesday following the close of the nine weeks period, except for the final report which is given out the last day of school.

### Grades

Our grading system consists of a uniform four-letter passing system. The letter grades and their equivalents are as follows:

#### **Grading scale is as follows:**

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

I- Some improvement needed

N- Needs Improvement

S- Satisfactory

U- Unsatisfactory

### Parent/Teacher Conferences

Regular parent/teacher conferences are held during each semester. Additional conferences between the teacher and parent may be requested. Parents should always feel free to ask for a conference.

### Report Duplication

The schools are happy to provide student reports to parents. If a child has more than one set of parents, it is the parents' responsibility to contact the school each year with the address to mail reports to. The school will provide duplicate reports of midterms, report cards, Iowa Assessments reports, and Curriculum Based Measurement reports.

### School Wide Title 1 Parent Involvement Policy

It is the policy of Allamakee Community Schools that parents shall have the opportunity to be involved in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This policy is distributed to all parents in school wide buildings through this parent handbook which is distributed to every family at the time of registration.

2. One annual meeting is held to review our school wide plan and our programming. Parent recommendations are encouraged. Notification will be sent in the school newsletters.
3. Parents are given assistance in understanding the Title 1 requirements, standards and assessments through the annual meeting and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and expected proficiency levels through the ACSD Annual Progress Report, through individual reports given to parents at conference time, and through report cards.
5. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings.
6. The Title 1 program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are invited to participate as volunteers in the school setting. Individual conferences will also be held upon request.

#### Kids' Club After School Programming

After school programming is available at each center and is managed by a site coordinator. The same rules and expectations for student behavior apply to Kids' Club. Attendance is a privilege. Questions and concerns about programming should be referred to the site coordinator.

### Miscellaneous

#### Books, Supplies, and Equipment

Textbooks are furnished by the school system on a rental basis. Supply lists are furnished at various locations in the community, the district website or can be picked up at student registration.

#### Bicycles

Bicycle racks will be provided on the school grounds and bicycles will be parked there only. They are to remain there during the school day and will not be used at recess. Bike safety is taught in 3<sup>rd</sup> grade. For safety purposes students in grades three, four, and five are allowed to ride their bicycles to school.

#### Breakfast and Lunch at School

We encourage your child to eat at the school cafeteria where well-balanced nutritious meals are served. This will insure your child of an adequate, well-balanced diet as well as serving as a learning experience.

Breakfast is available at East and West elementary schools.

Costs for meals will be announced before school starts. Meal tickets will be handled by the teacher.

### Meal Charge Policy

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than negative \$10 to this account (in meals, not ala carte including extra portions). When an account reaches this limit, a student shall not be allowed to charge further meals or any ala carte items until the negative account balance is paid. Families may add money to student accounts by paying in cash or check to the school office or through online electronic payment.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district provides an alternate sack lunch meal that meets federal and state requirements for students to pick up before lunch who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

The school district will make reasonable efforts to notify families when meal account balances are low. Families will be notified of an outstanding negative balance once the negative balance reaches \$10 by automated email and a notice will be sent home. If over negative \$10, a personal phone call will be made to the parent. Negative balances at the end of the year may be turned over to the superintendent or superintendent's designee for collection.

### Bus Transportation

Bus routes are determined by the Board of Education. Every effort is made to provide the best and most convenient transportation to all and to do it in an economical manner. There will always be some who have the bus go past their door and others who have to travel some distance to meet it. Unfortunately this cannot be avoided.

We will appreciate having any transportation problems called to our attention, and every effort will be made to resolve the difficulty. Students are expected to conduct themselves in an orderly manner on the buses. Violation may lead to suspension of their bus privileges.

Principals must have a written parent request from the student in order to allow students to ride a bus other than their assigned one or to be discharged at a point other than their home. No more than three guests may join a student for a ride home. Permission will be denied if the bus has its capacity load.

### Fines

Fines are charged for lost or damaged books and equipment. The amount of the fine is dependent upon the condition of the book and the degree of damage.

### Gum Chewing

Due to gum being discarded inappropriately and occasional classroom disruption, gum chewing is eliminated in the elementary schools. Therefore, please do not send gum with your child, as a birthday or other special treat.

### Library Books

There is a central library in each school which is used for library instruction, reference, and free reading. Fees are charged for overdue books. All pupils are encouraged to use the public library as well.

### Lost and Found

Each school has a particular place and manner for handling lost and found articles. Have your child check at the office to recover lost articles or to turn in articles that are found.

It is stressed:

1. That you encourage your child to be responsible for his personal property.
2. That all articles be labeled.
3. That valuables and money be left at home.

### Milk Program

Each school operates its own milk program. Information will be sent home concerning the details of the programs.

### Novelty Items

There is no reason to bring any article to school that does not pertain to a school activity. Such items detract from the education of others. Such items include computer games, and other toys.

### Parental Calls

If you wish to call a teacher, please do so either before school or after school. The secretary will take your number if you wish to have the teacher call you. Feel free to call your principal at any time.

### Use of Telephones

Children should be discouraged from using the school phone. If students have cellphones, they are expected to keep it put away during the school day. Student use of cellphones during the school day is prohibited.

### School Visitation

Visits by parents are always welcome. In order that your visit might be more informative, you might wish to contact your child's teacher to determine the day's activities. If parents wish to visit school, arrangements for visiting should be made with the school principal.

Invitations will be extended to parents or guardians on special occasions for programs and assemblies.

Parent visitations are discouraged during the last two weeks of the school year.

### Volunteers

A school volunteer may work in his child's classroom on special projects or at the request of the classroom teacher. Volunteers will not work on a regular basis with their own children.