

## Changes for the DeSoto Intermediate School Staff Handbook 2013-2014

### Addition of a Nondiscrimination Statement (page 3)

### DAILY PLANNING- (page 10)

Removed Madeline Hunter's lesson format for teachers

### LUNCHROOM AND RECESS DUTY (page 14)

Added the statement:

A schedule has been formed that enables teachers to monitor the dismissal of a classroom that is walking towards their wing of the building. Teachers are asked to support the classroom, even if it is not your own, and promote orderly hallway basics. Frequent praise for students meeting building hallway expectations should be given.

Remove the wording of girl and boy days on recess equipment

### PROFESSIONAL MEETINGS (page 9)

Added the statement:

On mornings with faculty meetings, students will be assisted to the gym or their classroom if it is located in the north wing of the school. This will allow supervision of students and professional conversation to remain closed from students entering the building.

### Change BAT Meetings to Intervention Team Meetings (page 9)

### TEACHERS' WORKING HOURS (page 8)

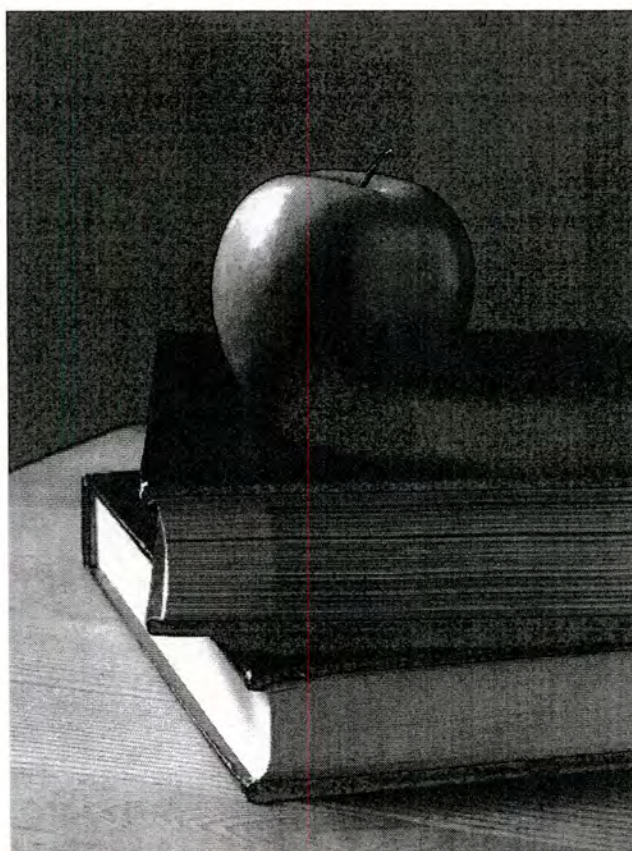
Added the statement:

Teachers are welcome to utilize the building for planning and classroom work outside of the typical working hours. To ensure security, teachers are asked to sign in at the main door. Teachers are given keys that unlock multiple exterior doors, however the main door should be used after school hours to confirm that the building alarm is appropriately disabled.

### CLOSING OF SCHOOL (page 19)

A texting alert will be sent out by the building principal to allow all staff members to gain closing information as efficiently as possible. Those staff members without texting abilities will arrange phone communication through the office.

DeSoto  
Intermediate School  
Staff Handbook  
2013-2014



***"Experiencing Success Today, Achieving Dreams Tomorrow"***



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## **ADEL DESOTO MINBURN DISTRICT MISSION STATEMENT**

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

## **ADEL DESOTO MINBURN DISTRICT BELIEF STATEMENT**

ADM Students Will Experience Success Today and Achieve Their Dreams Tomorrow

By 2014 ADM Schools Will Prepare Students for a Changing Global Society By  
Becoming a State Leader In:

- Improving Student Achievement
- Implementing Curriculum, Instruction and Assessment
- Increasing the Graduation Rate
- Establishing Financial Stability Through Increased Enrollment and Efficient Use of Resources
- Involving Students in School and Community

***"Experiencing Success Today, Achieving Dreams Tomorrow"***

## **ADEL DESOTO MINBURN DISTRICT OUTCOMES**

**Adel DeSoto Minburn students will acquire the KNOWLEDGE BASE needed to use effectively the following strategies and skills necessary for success in adult life.**

Adel DeSoto Minburn students will be **EFFECTIVE COMMUNICATORS** who:

1. Organize and communicate ideas and information clearly and correctly.
2. Interpret and respond to auditory, written and visual communications.
3. Demonstrate appropriate use of resources and technology.
4. Make quality presentations.

Adel DeSoto Minburn students will be **COMPLEX THINKERS** who:

1. Consider factors as objectively and completely as possible.
2. Apply knowledge, concepts and processes effectively and thoroughly.
3. Define a problem, generate options and develop a plan of action.
4. Use higher order thinking skills.
5. Produce quality products of complex thinking.

Adel DeSoto Minburn students will be **COLLABORATIVE WORKERS** who:

1. Share their own opinions
2. Work to understand others' opinions.
3. Respect others' right to their opinions.
4. Help to build a working relationship within the group.
5. Contribute to the completion of the group process and/or outcomes.
6. Evaluate the effectiveness of the group process.



Adel DeSoto Minburn students will be **SELF-DIRECTED LEARNERS** who:

1. Schedule and use time wisely.
2. Gather information and use resources on their own.
3. Demonstrate initiative and perseverance in their learning.
4. Self assess for quality.

Adel DeSoto Minburn students will be **RESPONSIBLE CITIZENS** who:

1. Accept responsibility for their actions.
2. Display a knowledge of the workings of a democracy.
3. Recognize the need to obey rules and laws.
4. Recognize the connections between current events and history.
5. Demonstrate a willingness to help others.
6. Recognize how personal decisions affect their lives and society.
7. Recognize and respect the value and quality of individuals.

### **Educational Philosophy of the District (Board Policy 101)**

The ultimate purpose of education is to help students become effective citizens of a democracy. As a school corporation of Iowa, the Adel DeSoto Minburn Community School District, acting through its board of directors, is dedicated to promoting equal opportunity for a quality public education to enrolled students. Students of this community have the privilege of participation in formal education utilizing the students' present understandings to help them grow in the present and prepare for a lifetime in our rapidly changing society.

The Adel DeSoto Minburn Schools exist to develop and improve the academic instruction, curriculum and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided for the individual student in order to develop a positive self-concept and become more fully aware of the needs of a complex society. These experiences will encourage the development of student's abilities and identify their interest and goals in life. Each student will develop the ability to read with understanding, write with clarity, communicate with verbal effectiveness and to think and solve problems. An environment will be created within which students will be encouraged to be honest, responsible and productive citizens in our democratic society.

An advisory committee or representatives of the school district community and school district shall be appointed to make recommendations for the goals and objectives of the education program. The goals and objectives of the school district shall be designed to achieve the philosophy statement of the school district. Short-term and long-term objectives of the education program shall be established annually by the board. These objectives shall reflect the results of the needs assessment, recommendations of the advisory committee, recommendations from the superintendent and changes in the law.



## Nondiscrimination Statement

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age( for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. 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: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

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: Nancy Gee, 801 Nile Kinnick Drive South, Adel, Iowa 50003, 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Any complaints or grievances concerning equal educational opportunity should be handled in the following manner.

Level One: Principal or Immediate Supervisor (this person shall notify the Designee)

Any resident or employee with a grievance may first discuss it with the principal or immediate supervisor, with the object of resolving the matter informally. A student with a complaint may discuss it with his/her teacher, counselor or principal. This level is recommended, not required.

Level Two: Title IX Designee

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, s/he may formalize it by filing a complaint in writing (form) to the Title IX Designee. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Designee. A minor student may be accompanied at that meeting by a parent or a guardian. The Title IX Designee shall investigate the complaint and attempt to resolve it. A written report (form) the Designee regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

Level Three: Superintendent



If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within (10) working days after the grievant receives the report from the Designee. The grievant may request a meeting with the Superintendent. The Superintendent has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Office of Civil Rights in Kansas City, the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

### **Professionalism and Ethics**

We are looked upon by the community as a highly-trained professional group. It is our obligation to display this training through appropriate dress, word and actions.

The freedom with which some staff members communicate confidential school information to friends and acquaintances outside of the school reflects on the competence of the individual. Most of the activities that are conducted between professional staff members should remain completely confidential. It is a gross breach of professional ethics when confidence is not maintained.

Let us all display a high level of professional ethics in our conduct with one another and within the community.

### **Harassment, Bullying, Initiations, and Hazing Policy**

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor or principal and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when, and where it happened;
  - who was involved;
  - exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser or bully responded.



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

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

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

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

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

It is the policy of the Adel DeSoto Minburn Community Schools to maintain a learning and working environment that is free from harassment/bullying. No student or employee of the district shall be subjected to harassment/bullying.

Additional reference to Board Policy 401.3 (Harassment) is made as supplementary to this concern. The grievance procedure for harassment is found in student handbooks.

### **Community Resources**

- Ambulance/Fire/Law Enforcement: 911 or 515-993-4567
- Crisis Intervention and Advocacy Center (24 hour crisis line): 515-993-4095, 1-800-400-4884, 1-800-550-0004 (Spanish speaking number)
- Child Abuse/Neglect: 1-800-652-9516
- Dallas County Hospital: 515-465-3547
- YESS (Project Safe Place...provides immediate help and confidential help for ages 11-17 and their families): 515-243-7499
- Teen Line (When you just aren't sure who to talk to, teen line can help confidentially): 1-800-443-8336
- Youth Law Hotline: 1-800-728-1172
- Monte Keller, School Resource Officer: 515-993-4584 (ADM High School) or 515-993-6723 (Adel Police Office)
- Sexual Abuse/Assault Toll Free Youth Support line: 1-800-443-8836
- West Central Mental Health: 515-993-4535



- Hawk-I Health - online application - <http://www.hawk-i.org/>
- Iowa Legal Aid - <http://www.iowalegalaid.org/ia/homepage.html>

### **Homeless Students**

In accordance with Chapter 33, Iowa Administrative Code, The Adel DeSoto Minburn Community School District encourages homeless children and youth to enroll in school. For information, please contact the Superintendent's office, 801 Nile Kinnick Drive South, Adel, IA 50003. The telephone number is 515-993-4283.

### **Human Growth and Development**

The Adel DeSoto Minburn Community School District has identified Human Growth and Development Curriculum objectives that are infused throughout the curriculum. Every grade and subject level has an outline of the objectives addressed. Parents/guardians may examine this outline and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child from the class during the discussion of these topics. Please contact your building principal if you have concerns.

### **School Board Policies**

#### 101.1 Mission and Beliefs – Mission Statement

All policies 400 – 404 in particular:

- 401.2 Equal Employment Opportunity/Affirmative Action
- 401.3 Harassment
- 401.9 Resignations
- 402.4R1 Family and Medical Leave Regulations
- 402.11 Employee Health: Injury at Work
- 402.13 Drug and Alcohol Free Workplace
- 402.19 Employee Complaint Procedures
- 403.3 Conflicts of Interest
- 403.4 Gifts and Honoraria to District Employees and their Families
- 403.5 Use of District Facilities and Equipment
- 403.8 Personal Telephone Calls
- 403.9 Political Activity
- 403.13 Reporting Child and Dependent Adult Abuse
  
- 501.10 Student Absences – Unexcused
- 502.6 Student Complaint Procedures
- 502.13 Equal Educational Opportunities, Prohibition of Harassment and Bullying of Students
- 504.2 Student Organizations
- 505.2 Student Progress Reports and Conferences
- 508.4 Supervision After School Events
- 712.3 Student Transportation for Extracurricular Activities
- 902.4 Students and the News Media
- 902.5 School District Personnel and the News Media
- 904.3 Visitors to School District Facilities
- 904.5 Distribution of material

#### Bus Driver

- 712.12 Bus Driver Seat Belt Usage



### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Adel DeSoto Minburn School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in programs and practices of the school system.

The Adel DeSoto Minburn Community School District has adopted a grievance policy and procedure for any alleged violation. The Compliant Officer for the district is: Nancy Gee, Business Manager, 801 Nile Kinnick Drive, South, Adel, IA 50003. Phone number: 515-993-4283. Office hours: 8:00 A.M. to 4:30 P.M., Monday through Friday.

The Office of Civil Rights for the Department of Education is located in Kansas City, Missouri.

### **Abuse of Students by District Employees**

If a student, school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it should be reported to the designated investigator immediately. As directed by Chapter 102 of the Iowa Code, the Adel DeSoto Minburn Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. It shall be the responsibility of the superintendent to annually identify a designated investigator at the September board meeting. The superintendent shall also designate to whom reports may also be made. The names and telephone numbers of the designated investigator and the alternate investigator shall be included in the employee handbooks, students' handbooks and be prominently displayed in all school buildings.

Categories of abuse are the following:

Physical abuse by intentional infliction of injury or excessive force.

Sexual abuse by sexual or misconduct or encouraging prostitution.

Complaints reported to a designated investigator shall be handled by the designated investigator in a timely manner, no later than five (5) days. Upon receipt of the complaint, the designated investigator shall provide a copy of the complaint to the person filing, and to the supervisor of the employee named in the complaint. The school employee named in the complaint shall receive a copy of the complaint at the time the employee is initially interviewed by the investigator. However, if this action would conflict with the terms of a contractual agreement between the employer and employee, the terms of the contract shall control. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

The designated investigator's role is not to determine the guilt or innocence of the school employee. The designated investigator shall determine, by a preponderance of the evidence and based upon the investigator's training and experience and the credibility of the student, whether it is likely that an incident took place between the student and the school employee. If the complaint has been withdrawn, the allegation recanted, the employee has resigned or admitted the truth of the allegation and/or agreed to relinquish



the employee's teacher's certificate or license, the designated investigator may conclude the investigation at level one.

**Level One:** Darcy Simpson 993-5805      **Level Two:** Jim McNeill 993-4525  
**Level One Alternate:** Mr. Greg Dufoe 993-4283

### **Teachers' Working Hours**

Teachers are expected to be in the building and working with classroom-related activities at **7:45 a.m.** This time before school can be very valuable in ensuring a successful start for class that day.

After the 3:20 p.m. dismissal time, the remaining portion of the workday is to be spent working with classroom-related activities until 3:45 p.m. This time can be as equally valuable as the morning time. On Friday, or on school days preceding holidays or vacation, teachers may leave after all of their responsibilities have been concluded and students under their supervision have left the building. This shall not be earlier than five minutes after the buses leave.

Meetings, weather conditions, school function, parent-teacher conferences, etc may warrant changes in the described working hours. These changes will be made by your principal and shared with the teaching staff. So that there is no misunderstanding, please inform the principal or their administrative assistant if you have a meeting that is scheduled elsewhere in the district.

Teachers are welcome to utilize the building for planning and classroom work outside of the typical working hours. To ensure security, teachers are asked to sign in at the main door. Teachers are given keys that unlock multiple exterior doors, however the main door should be used after school hours to confirm that the building alarm is appropriately disabled.

### **Teacher Preparation in Case of Absence**

When in need of a substitute teacher for planned leaves, notify the principal. This should be done prior to the day of absence. "Record of absence" forms will be completed electronically using decimal form (i.e. 0.5 day). Submission of an electronic ROA does not guarantee a substitute. The leaving teacher should still communicate with the office to secure a substitute for needed days. If the leave request is to attend a professional meeting, conference, etc., a copy of the flier must accompany your request. **In case of illness or "same day" need to be absent, call Jamie Jorgensen, 993-3197 before 6:15 a.m.**

There are many things a teacher can do to help the substitute and thus result in another successful day of school. It is expected that each teacher will prepare a substitute folder. This folder should contain the following information: Seating charts, class schedules, duty schedule, information showing where manuals, work sheets, etc. can be found, and a complete set of lesson plans. Also include any additional items you feel would be helpful to the substitute.



### **Arrival of Students**

Teachers are to be in their classroom area by 8:10 a.m. unless engaged in meetings. This will give students an opportunity to check assignments if they were absent and teachers an opportunity to start the students' day with a positive greeting.

Town students should be encouraged to arrive at school no earlier than 8:10 a.m. Breakfast service begins at 8:00 a.m. Buses arrive between 8:10 and 8:25 a.m. Prior to 8:10 students are to be in the building with teacher permission, for breakfast or due to inclement weather.

### **Telephone**

Teachers needing to make school-related calls may do so from phones provided. Personal long distance calls should be limited to a staff member's break time. Teachers receiving calls at school will be contacted at their next break or planning time by the principal's office, either by verbal communication or a written message. Teachers will be called to the phone from their class only in event of emergency. Please limit the use of personal cell phone and text messaging during the workday. This should only be during times when students are not present in the classroom.

### **Professional Meetings**

Staff members will be given consideration to attend workshops or other professional meetings, which contribute to welfare of the school and students. Reimbursement for traveling expenses and registration fees for up to \$35.00 per day for these meetings will be made when properly authorized. Written permission must be obtained from your principal a reasonable time in advance of the meeting date(s). The proper form is available in the Teacher Handbook.

On mornings with faculty meetings, students will be assisted to the gym or their classroom if it is located in the north wing of the school. This will allow supervision of students and professional conversation to remain closed from students entering the building.

### **Intervention Team Meetings**

During the 1990-1991 school year, DeSoto Intermediate School established a formal intervention group. The function of this team of teachers and supportive staff is to assist teachers in meeting students' individual needs. When a teacher comes to the Intervention Team with a student concern, s/he is asked to state the goal visualized for that student. The team will then brainstorm ideas that may be used in the classroom. Small goals that lead to student success are to be established as well as a realistic timeline for observable changes in the student. The classroom teacher coordinates parental involvement. A follow-up meeting will be held to evaluate the progress of the student. If necessary, additional adaptations and/or interventions in the student's program will be implemented.

### **Staff Lounge**

The staff room is provided for the enjoyment and convenience of all staff members. It is everyone's responsibility to keep the room neat in appearance. Individual staff members are responsible for disposing of their own materials in the refrigerator and cleaning up after themselves when using the lounge. The cooperation of all is appreciated in this matter. Staff members are encouraged to place their name on items that are not communal and are encouraged to post on the outside of the refrigerator any food items that are available for all.



### **Staff Mailboxes**

Staff mailboxes are located in the office. Teachers should check mailboxes at least **before school, at noon, and after school**. Teachers are asked to avoid sending students to retrieve items from the teacher's mailbox as documents may be confidential or be of a sensitive nature. Information from the Central Office, High School, Middle School, or Adel Elementary may be placed in the appropriate envelope in the main office. Interschool mail arrives at our building daily around 11:00 a.m. It leaves the building around 12:45 p.m. If you have any questions about interschool mail, check with the administrative assistant.

### **Custodial Care of Rooms**

Adequate school plant care is a vital factor in the success of an effective school program. The custodial service program is maintained to enable adequate school plant operations. It must also be a cooperative endeavor. The cooperation of all staff members and pupils thus becomes the vital factor in any custodial program.

The following suggestions can ensure that rooms will be cleaner and more pleasant.

- Books and supplies should be stored in students' desks, not on floor and seats.
- Students will pick up scraps and other items off the floor before dismissal time.
- Students will remove mud, sand, snow, etc. from their shoes before entering the building.
- Teachers will be sure all windows are closed, blinds pulled down and the lights turned off when leaving school. Ceiling fans are to be turned off at the end of the day.
- When the instructor or students are not occupying the classroom space, lights should be turned off to conserve electricity.
- Do not use tape on chalkboards or windows at any time.
- Each classroom is supplied with disinfectant wipes. Teachers may include this in their weekly classroom care with students or choose to do it themselves.

Requests for custodial services should be made through the principal utilizing the form available. Please do not make verbal requests of our custodian.

### **Daily Planning**

Staff members who develop sound units of work in various subject areas will find that the development of usable and practical daily plans becomes, in reality, a segment of the total unit plan.

1. The assignment should be clear, concise and designed to meet the needs of the individual student or students.
2. Lesson plans that only list the pages the class is to read and discuss are not adequate.
3. Teachers should plan for the entire upcoming week of school. These plans for the upcoming week must be completed every Friday or the last day of school that is scheduled for that week. If a teacher is unable to make this deadline, the principal shall be informed. Small group reading lesson plans are to be created daily using formative assessment information.



4. In case a teacher is absent, it is the **TEACHER'S RESPONSIBILITY** to make sure the completed plans are in his/her room before a substitute teacher arrives.
5. Duplicate lessons plans are not required to provide to the principal each week. However, your principal will be checking lesson plans as she formally or informally observes classes. From time to time, teachers may be asked to submit a lesson plan to the office. If your principal feels that the teacher is not meeting the criteria for lesson planning, the principal and teacher will have a conference to help improve the planning.

### Effective Disciplinary Practices

1. At the beginning of the school year, students should receive the verbal and written expectations of your classroom, the grade level and the building. Take nothing for granted as you are establishing the quality of work for the school year.
2. As professionals, we realize that each child is different, coming to us from many different backgrounds and with many different needs. Some have coping skills that allow them to survive in an environment that we have difficulty comprehending. Move around the room as you teach. Proximity and a soft-spoken word can be very effective disciplinary measures.
3. Treat all students with respect. Remember, you are the adult in all situations. In establishing our discipline policy, we feel the best approach to discipline:
  - a. shows what the student has done wrong.
  - b. shows how they have ownership in the problem and the choice they made.
  - c. explores how to solve the problem at hand.
  - d. leaves the child's dignity intact – please do not reprimand in front of the class.
  - e. stays matter-of-fact, consistent and low-keyed, focusing on the issue.
4. Unacceptable measures of punishment include:
  - a. ridicule
  - b. sarcasm
  - c. losing poise, shouting and showing anger
  - d. taping a child's mouth
  - e. written copy work
  - f. lowering grades for behavior
  - g. arguing with students
  - h. forced apology (both verbal or written)
  - i. extra homework
  - j. embarrassing student in front of the group.
  - k. seating a student in hallways. (It is recommended that a student who is causing difficulty in the classroom be moved to an area in the classroom where s/he does not influence others or be sent to the office. (Notify office that student is enroute.)
5. Remember to teach and practice our skills for living. Example: A student who is slouching in his/her seat does not need to be singled out. The teacher merely needs to state that s/he needs everyone in "body basics". Student self-esteem is as important as the subject matter you teach.



6. In most situations discipline problems can be effectively handled by the teachers involved. Parental contact by the teacher should be made involving serious discipline problems. Proper communication between school and home will eliminate many concerns.
7. In disciplining the students, teachers should be certain that any consequence used shall be reasonable, taking into consideration:
  - a. the nature of consequence itself.
  - b. the nature of pupil's misconduct.
  - c. the age and physical condition of the pupil
  - d. the teacher's motive in inflicting the consequence.
8. Emphasis shall be placed upon helping the students grow to discipline him/herself. Staff members are encouraged to connect the discipline with the inappropriate action that occurred (i.e. the student is littering in the hallways, therefore time will be used clean up hallways rather than a reduction in recess minutes).
9. According to recent legislation, **CORPORAL PUNISHMENT IS NOT ALLOWED IN IOWA CLASSROOMS.**

### **DISCIPLINE** **Structure**

#### **FIVE LOGICAL CLASSROOM EXPECTATIONS**

1. Give school and life your best effort
2. Be prepared
3. Complete assignments
4. Respect your own and others' life space
5. Give school and life your best effort

#### **PUNISHMENT**

- is adult oriented
- is judgmental
- imposes power
- arouses anger and resentment
- invites more conflict

#### **CONSEQUENCES**

##### **Show the student:**

- what s/he has done wrong
- how s/he has ownership in the problem
- how to solve the problem

### **AN APPROACH TO MASTERY LEARNING AND TEACHING** **DESOTO INTERMEDIATE SCHOOL**

The following notes and outline reflect an approach to Mastery Learning in DeSoto Intermediate School. It offers a common philosophy and vocabulary when teaching and evaluating student work. It gives us a consistent focus as we teach, sample and grade individual student progress toward the desired outcomes of our level of instruction.

#### **A. DEVELOPMENTAL STAGE:**

- hands-on materials, handouts, individual whiteboards, etc., that are used by the teacher to present concepts.



Ungraded in-class assignments, pretests, background materials, rough outlines, etc. that lead students to guided practice.

**EXAMPLES:**

- an exercise on the overhead.
- a sheet that introduces students to a new concept.
- a pretest.
- a webbing exercise.

**THOUGHTS:**

Monitor everything that is important. Give specific, direct feedback to students.

**B. PRACTICE**

Daily assignments, short quizzes and other such examples of formative materials are used as a diagnosis of student comprehension. These materials are also used to monitor student accountability and task accomplishment. They may be used as a prerequisite to demonstration materials.

**EXAMPLES:**

- guided and independent practice opportunities.
- an in class assignment that allows the teacher to sample student understanding of desired outcomes
- a rough draft.
- a study sheet.
- practice one in a skill pack.
- math fact practice.

**THOUGHTS:**

Daily assignments are not outcomes; students need targeted feedback at this point.

**C. DEMONSTRATION:**

Formative and summative assessments that demonstrate an understanding of the desired outcomes.

**GRADED:**

Recorded in pencil to allow reteaching and retesting for mastery.

**EXAMPLES:**

- unit and chapter tests.
- a descriptive paragraph.
- demonstration of math fact knowledge that meets a desired outcome.
- sentence(s) that ask students to demonstrate a desired outcome in punctuation.
- a map knowledge exercise.
- an in class assignment.
- a laboratory exercise.

**THOUGHTS:**

Evaluation tools are selected by the teacher; they reflect specific outcomes. No letter grade is to be assigned until the student has demonstrated mastery or reaches the end of the time guideline.



**D. RETEACHING:**

Those students who fall below the 80th percentile for mastery concepts will participate in the reteaching mode.

- Reteaching should be done in a different modality or with a different approach.
- Maintenance concepts may be retaught at the teacher's discretion.
- The practices of on going parent contact and student conferences are encouraged.
- Reteaching is discouraged during the noon hour and recess.

**E. RETESTING**

Alternative assessments shall meet the criteria outlined by the teacher.

- All students taking the Form B test shall have met the criteria outlined by the teacher.
- Students who have demonstrated mastery (score above 80%) yet wish to retake the test to improve their score must initiate the reteach/retest part of the mastery and/or must meet all reteach prerequisites or serve as a peer tutor during a reteach session. The score from the second evaluation of desired outcomes shall replace that of the previous evaluation.

**Lunchroom & Recess Duty**

It is your responsibility to see that you are on duty on the prescribed days and times when assigned noon duty. This is for our protection, as well as to ensure the safety and well being of the children.

General education teachers are to escort their classroom to and from recess. This will promote appropriate line basics and movement during the school day. When teachers are not assigned to recess duty, they should ensure that proper supervision is present at recess prior to leaving your students.

A schedule has been formed that enables teachers to monitor the dismissal of a classroom that is walking towards their wing of the building. Teachers are asked to support the classroom, even if it is not your own, and promote orderly hallway basics. Frequent praise for students meeting building hallway expectations should be given.

Report all accidents to the office so the proper attention may be given to the student, and any calls to parents (if necessary) may be made. Accident report forms are to be filled out by the teacher on duty at the time of the accident.

**PLEASE NOTE:**

**No child is permitted to leave the playground during the noon hour unless a written excuse is given to and approved by the homeroom teacher and the principal. While supervising students on the playground, each staff member should be alert to the possibility of strangers near the playground area. Note the license numbers of any strange vehicles around the school grounds and report this information to the office as soon as possible.**



## PLAYGROUND RULES

1. **Classmates will show respect and kindness to each other and the supervising teachers at all times.**
2. **Whistle signals are as follows:**
  - \* One or two short blows indicate getting a student's attention.
  - \* Three long blows indicate it is time to line up.
3. **Playground Boundaries**
  - \* Students may not be behind the building (soccer field or baseball field).
  - \* Students may not be in front of the school building.
  - \* Students may not be in the parking lot or near parked cars.
  - \* Students may not be on other side of the fence at the lower blacktop.
4. **Climbing Wall**
  - \* No more than two people may be on one section of the wall at a time
5. **Obstacle Course**
  - \* **Parallel Bars** – hands must make contact with bars at all times.
  - \* **Ladder** – no more than two people on ladder at a time, hands must make contact with bars at all times.
6. **Trees**
  - \* No climbing
  - \* No pulling on tree limbs or leaves.
  - \* Fallen sticks stay on the ground at all times
7. **Tetherball**
  - \* Two people at one tetherball station at a time.
  - \* A line will be formed for those wishing to play the game.
  - \* If a line has formed, a student may play a maximum of three games. They may then join the end of the line.
8. **Swings**
  - \* No standing in, running through, twisting, or jumping from swings.
  - \* Do not push people in swings.
9. **Bridge Bars (Monkey Bars)**
  - \* Students may not be on top of the bars.
  - \* Hands must make contact with bars at all times.
  - \* **NO PLAYING "CHICKEN"**
10. **Spider Web**
  - \* Hands must make contact with bars at all times.
11. Students may not throw rocks, sticks, snowballs, etc.
12. No pulling on other students' arms, legs, or clothing.
13. No bouncing balls against or climbing up the side of the building.



14. No footballs on upper blacktop.
15. Students may not re-enter the building during recess time without permission from a playground supervisor.
16. Students must have everything they need before coming outside.
17. Students are responsible for all items they bring outside, example: If you bring out your coat, you must wear it – not throw it on the ground.
18. Students must wear shoes at all times.
19. School provided equipment (balls, jump ropes, etc.) are to be used during recess. Students are not encouraged to bring toys or other items from home for recess play.
20. **Lining up:**
  - \* **When the whistle blows students are to line up immediately – use line basics**
  - \* **No talking in line**
  - \* **No touching other students in line**
  - \* **No bouncing balls in line**

Inappropriate behavior or failure to follow established playground rules will result in a student being removed from the activity or the recess grounds.

### **ENTERING THE BUILDING FROM THE PLAYGROUND**

Staff members should make all efforts to meet their class at the recess door to promote orderly entrance into the building.

### **Class Grade Books**

Class record books are to contain all grades and other evaluations helpful in arriving at each student's progress during the nine weeks. Sufficient evaluation information should be recorded each quarter in order to enable the teacher to report as completely as possible each student's progress for that quarter. Parents/Guardians have a right to review their student's grades and we have the obligation to justify the evaluation, given valid documentation.

### **Cumulative Records**

All teachers are encouraged to study the permanent cumulative records of students. It must be recognized that the use of these records is reserved for faculty members and the information therein shall not be made public. Record only meaningful information in the cumulative records. Parents or guardians do have a right to inspect cumulative records. The office will handle all requests for inspection of school records.

Cumulative records are stored in the principal's office and may be checked out any time during the school day. Cumulative folders will be returned to the principal's office at the end of the day. The cumulative records are not to be taken from the building. The Cumulative Record Review Log in the front of each student's file must be signed by all individuals reviewing a student's records.



### **Special Education Records**

Any records that include special education information are not to be contained in the cumulative record files for students. They are contained in either Active or Inactive Files. Those students who have special education files are readily identified by the notice on front of the cumulative file. If a student is no longer receiving special education services of any kind, the file for that student will be located in the INACTIVE FILE. Files in the Inactive Files will be in alphabetical order by grade level. If a student is currently receiving special education services of any kind, the file for that student will be located in the ACTIVE FILE. These files are also in alphabetical order by grade level. In the front of the special education file, you will find the log for reviewing the files of special education students in a manila envelope. The rules for the removal of cumulative files also applies to removal of resource files.

### **Student Data**

Important student data will be kept in the principal's office and maintained by the principal's administrative assistant. Data kept includes attendance and semester grades for each student, as well as the student's full given name, names of parent/guardian(s), correct complete address, and date of birth. We also will request emergency information from parents regarding instructions in case a student is injured or ill, or we have an unplanned early dismissal. Good communication between the office and classroom will enable us to keep our records as accurate as possible.

The principal's administrative assistant will be responsible for recording daily attendance and completing all attendance reports.

### **Successful Conference**

One essential requirement for an effective parent-teacher conference is a positive attitude on the part of the teacher. Tips for conducting an effective conference include the following:

When beginning the conference:

- Introduce yourself and try to make the parents feel at ease.
- Begin and end the conference with some positive comment about the child.
- Remind the parent how much you need his or her help.

During the conference:

- Try to put yourself in the parent's position and imagine the effects your remarks may have.
- Be honest but tactful.
- Be a good listener. Try to learn how the parents feel about the child.
- Avoid argument.
- Watch closely for signs of emotional changes in the parent, i.e. expressions, gestures, voice.
- Do not permit comments about another child to enter the conference.
- Avoid comparisons with the accomplishments of siblings.

As you conclude the conference:

- Limit the number of suggestions offered the parent.
- Summarize the major areas discussed.



- Invite the parent to visit the school at any time.
- Suggest another conference at a later date.
- End with a positive or optimistic note.
- Record and file notes summarizing the conference for future reference.
- At a later date, make follow-up with the parent.

It is often helpful for the teacher to confer with the student following the conference, covering what was discussed with attention to strong points, as well as suggestions for improvement.

In summary, an effective parent-teacher conference requires educators to have a positive attitude, be good listeners and have specific reliable data to share with parents in a non-judgmental, non-threatening way. Used skillfully, the conference can serve as a powerful tool to help students develop to their full potential.

Formative assessments including, but not limited to, Running Record, benchmark tests, writing samples are to be shared with parents at conferences or other academic meetings.

All report cards that are not given to parents are to be given to the students the following day at dismissal time. Teachers should supply non-custodial parents with information shared at conferences if the parent was unable to attend.

### **Requisitions**

Requisition sheets may be distributed in the school year that staff members may order needed materials for the next school year. Staff members who want to order specific materials not found in our collection of catalogs must provide background information regarding the order.

### **Supplies**

Basic teaching supplies are available from the office supply room. When a teacher takes the last item, they should alert the office so that reordering can be done in a timely manner. Plan ahead for your needs. Only in "emergencies" are students to be sent to the office with an immediate request for supplies.

### **Copyright Guidelines**

Clear guidelines on what teachers can and cannot copy for classroom needs have been established. Teachers are permitted to make a single copy of a chapter of a book, an article from a periodical, a short story, essay or poem, a chart, graph or diagram for research or class preparation, to make multiple copies (one per pupil) if copying "meets the tests of brevity and spontaneity" and carries a note of copyright. Brevity is defined as a complete poem of less than 250 words, a complete article or essay of less than 2,500 words; an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less; one chart, diagram or other illustration per book or periodical; and two pages or 10% of short "special works". Spontaneity means the "inspiration of the individual teacher and the decision to work" are so close in time to "the moment of its use for the maximum teaching effectiveness" that it would be unreasonable to expect timely reply to a request for permission.



- The guidelines prohibit:
- \* copying to replace or create anthologies
  - \* photocopying of consumable works
  - \* copying as a substitute for buying books
  - \* charging students more than the actual cost of copying.

### **AEA Media and Educational Services**

AEA 11 Media Center has many fine videos, books, kits, etc. available to all staff members. Staff members should complete a media request form for the materials being requested. This form is available from the media center. The AEA van will deliver materials on Mondays and Wednesdays around 7:15 a.m. Materials being returned should be in the office by 3:45 p.m. the day before delivery. All materials will be delivered and picked up from the table in the conference room.

### **Textbooks**

Proper textbook care should be emphasized in all classes. Students are responsible for their textbooks, library books, etc. and will be charged accordingly for lost books or the abuse of textbooks and other materials. Replacement cost and penalties for damages will be determined by the teacher and/or principal and collected by the teacher and turned in to the office.

### **Closing of School**

In the event circumstances arise that necessitate late start, early dismissal, or cancellation of school for the day, all local radio and television stations will carry an announcement to this effect. A texting alert will be sent out by the building principal to allow all staff members to gain closing information as efficiently as possible. Those staff members without texting abilities will arrange phone communication through the office. It is important that staff members update the office with a change in phone numbers throughout the school year.

If an early out is determined during the day, teachers are asked to email parents as soon as they are able.

### **BOMB THREAT PROCEDURES**

Upon receipt of a bomb threat the following procedures shall be taken by the person taking the call if possible, turn the call over to the principal.

- Do not hang up - leave the line open. Listen for background noises. Switch to a separate phone line to notify the Dallas County Sheriff Office (993-4567) of the bomb threat so the phone company can put a tracer on the outside line. Give threat line number and keep threat line open. Give as many details as possible.
- The decision to evacuate or not to evacuate the DeSoto Intermediate building will be decided by the Building Principal and/or the top authority administrator available. Notification will be made by intercom. The announcement will include a statement that a special evacuation exercise is being held and that all personnel and students should leave the building via the first exit doors and proceed to the Methodist church.
- Teachers will accompany and be responsible for their assigned groups; evacuation will proceed with all due haste.



- After the search and consultation with authorities is completed the school administration and authorities will jointly determine when the building is safe for re-occupancy.
- The principal shall file a written report with the superintendent's office of any additional procedures taken during the bomb threat.

#### **CUSTODIAN WILL:**

- Shut off all natural gas.
- Leave the search of boiler room, storage room and other areas to specifically trained authorities. *Note as quickly as possible anything that may seem "a little out of the ordinary". Evacuate the building with the rest of the personnel.*

#### **COOKS WILL:**

- Shut off all operations.
- Evacuate the building.

#### **OTHERS:**

- Leave the search of classroom, closets, cloakrooms, halls and other areas to trained authorities. Do note as quickly as possible anything that may seem "a little out of the ordinary".
- Exit as instructed (using Fire Drills exits) with your students.
- Do not let students stop for any items except for coats.
- When you are outside of the building, stay with your group and take them to the fire drill area. Make sure all students under your charge are accounted for. From the fire drill area, proceed to the Methodist Church (grades 3 and 4) or the Cleary Building (grade 5). (The church is located approximately 5 blocks south of the school on Dallas Street and the Cleary Building is located 2 blocks west on Spruce Street and 1 block south on Hwy 169)
- You will be responsible for your group at the church. Load student on buses if notified to do so.
- Most important: If you receive a bomb threat warning to evacuate the building(s), leave things alone.
- Special teachers will be assigned to assist where needed by the administrator in charge. Students out for recess will be gathered at one location on the playground where all respective homeroom teachers will meet to supervise their classes.
- Teachers are not to dismiss any students, unless directed by the administrator in charge. At no time should teachers use the term "bomb threat" when dealing with student, parent, and/or the public. Refer to it as an evacuation exercise.

#### **AN EXPLOSIVE DEVICE IS LOCATED:**

- authorities will inactivate or move bomb to safe location.
- students and staff will return to their building upon determination that the building is safe.

#### **AN EXPLOSIVE DEVICE IS DEPLOYED:**

- authorities will make certain no additional bombs are on location.
- if damage is minor, students may return to the building after it is determined to be safe from further explosion.



- if damage is sufficient to make further school sessions impractical, students will be dismissed to their home. Bus drivers will be notified to transport bus students.

#### **SEARCH PROCEDURES:**

1. The principal shall be in charge of the students and staff.
2. Authorities will be in charge of search procedures.
3. After stated time of detonation has expired, the search has been completed, and the building has been certified safe by authorities, they will notify the building principal/superintendent whose responsibility it is to render final judgment for the safety of the pupils and other personnel.

#### **FIRE DRILL INSTRUCTIONS**

1. All teachers should have a sign posted at all times in their rooms indicating the fire exits.
2. All pupils, teachers and staff members must vacate the building when the fire alarm is sounded. Time should not be taken to put materials away or to put on coats.
3. A preannounced warning will be given before the first fire drill; warnings may or may not be pre announced for subsequent drills.
4. Prepare your pupils for a fire drill the first day of school. Review these rules carefully with your pupils. Explain the importance of the fire drill.
5. After leaving the building, pupils should line up at their designated location and be prepared to re-enter the building when the all-clear signal is given.
6. When leaving the building, pupils shall be quiet and orderly.
7. Each room is to exit in single file and in the order prescribed on the following page(s).
8. Teachers are to bring their emergency folder and student contact information with them.
9. When the first drill signal sounds, one pupil should be assigned to close any open window in the room and the last person leaving should turn off the lights and close the door. The teacher should be the last person to leave the room to verify that all pupils have left.
10. The signal for returning to the building will be given by the principal.
11. In case of an actual event, classes and their teacher will go to the Methodist Church, located approximately 5 blocks south on Dallas Street. No exception will be allowed, unless approved by the principal. If any student and/or teacher are indisposed because of the fire, another adult should notify the principal so s/he may account for the class and/or teacher and take appropriate action. Teachers of special classes, special education associates and the administrative assistant will assist in a manner deemed appropriate.



12. A checkout system for all pupils will be used in case of a real fire. The principal or superintendent will contact the bus drivers, and the Adel children will be taken home. After buses have left, the DeSoto town and rural children will be dismissed **ONLY TO A PARENT**. All children will be dismissed through the principal's office. No teacher should release a child from his/her charge unless directed to do so by the principal.

NOTE: Emergency exits must be kept clear of any materials at all times.

### **FIRE EXIT ROUTES**

#### **ROOM      BASEMENT**

- 101 Exit through **South West** Door. Keep to the left side of the stairs.  
103 Exit through **South West** Door. Keep to the left side of the stairs.  
102A Exit through **South East** Door. Keep to the right side of the stairs.  
102 Exit through **South West** Door. Keep to the left side of the stairs.  
105 Exit through **South East** Door. Keep to the left side of the stairs.  
106 Exit through **South East** Door. Keep to the left side of the stairs.  
107 Exit through **South East** Door. Keep to the left side of the stairs.  
109 Exit through **South West** Door. Keep to the left side of the stairs.

#### **ROOM      FIRST FLOOR**

- 203 Exit through **South West** Door. Keep to the left side of the stairs (Close basement stair door)  
202 Exit through **South West** Door. Keep to the right side of the stairs. (Responsible for outside doors).  
206 Exit through **South East** Door. Keep to the left side of the stairs.  
209 Exit through **South East** Door. Keep to the right side of the stairs. (Responsible for outside door).  
207 Exit through **South East** Door. Keep to the left side of the stairs.

#### **ROOM      SECOND FLOOR**

- 303 Exit through **South West** Door. Keep to the left side of the stairs. Follow Room #203.  
302 Exit through **South West** Door. Keep to the right side of the stairs. Follow Room #202.  
304-305 Exit through **South West** Door. Keep to the left side of the stairs. Follow Room #303.  
306 Exit through **South West** Door. Keep to the left side of the stairs. (Responsible for closing upstairs door and for turning off hall and stair lights.)  
308-309 Exit through **South West** Door. Keep to the left side of the stairs. Follow Room #303.  
313 Exit through **South East** Door. Keep to the right side of the stairs.  
310 Exit through **South East** Door. Keep to the left side of the stairs.  
311 Exit through **South East** Door. Keep to the left side of the stairs.  
307 Exit through **South East** Door. Keep to the left side of the stairs. Follow Room #313. (Responsible for closing upstairs door, and turning off hall and stair lights.)  
304-305 Exit through **South West** Door. Keep to the right side of the stairs. Follow Room #202.



**ROOM        NORTH WING (New Addition)**

- 401    Exit **left** from your classroom through the playground exit. Go to your designated area and await further instructions.
- 403    Exit **right** from your classroom. Follow Room #401 through the playground exit to your designated area. Await further instructions.
- 404    Exit **left** from your classroom. Follow Room #403 through the playground exit to your designated area. Await further instructions.
- 405    Exit **left** from your classroom. Follow Room #404 through the playground exit to your designated area. Await further instructions.
- 408    Exit **right** from your classroom through the North Door. Go around the East Side of the building to your designated area. Await further instructions.
- 407    Exit **right** from your classroom. Follow Room #408 through the North Door. Go around the East Side of the building to your designated area. Await further instructions.
- 406    Exit **left** from your classroom. Follow Room #407 through the North Door. Go around the East Side of the building to your designated area. Students should have a designated helper from Rooms #407 and #408. Await further instructions.
- 503    Exit through the **North Door**. Bring students around the West Side of the building to their class' designated area. Await further instructions.
- 504    Exit through the **Main Entrance** through the **Playground Exit**. Bring classes to their designated area. Await further instructions.
- 500    Exit through the **Main Entrance** through the **Playground Exit**. Bring classes to their designated area. Await further instructions.
- 505    Exit through the **North East Door**. Bring students around the West Side of the building to their class' designated area. Await further instructions.

**All students in a special class will go to their respective outdoor homeroom area.** All rooms from the top floor should proceed down the first flight of stairs and then proceed after the downstairs rooms have passed.

**REMEMBER TO BRING YOUR EMERGENCY FOLDER AND STUDENT CONTACT INFORMATION.**

**TORNADO DRILL INSTRUCTIONS**

The signal for a tornado alert will be announced over the intercom. In case of an electrical outage, all rooms will be notified by the principal and/or the administrative assistant.

All students and personnel will go quietly to the assigned area as posted. Everyone should remain quiet and calm so that directions can be heard. Everyone should get down on their knees, put their hands or a book over their heads, with heads toward the wall.

**REMEMBER TO BRING YOUR EMERGENCY FOLDER AND STUDENT CONTACT INFORMATION.**



## TORNADO DRILL ASSIGNMENTS

### ROOM INSTRUCTIONS

- 102 Exit the **North** Door. Cross the media center to the **storage** room. Await further instructions.
- 103 Exit the **North** Door. Cross the media center to the **storage** room. Await further instructions.
- 105 Exit the **North** Door. Cross the media center to the **storage** room. Await further instructions.
- 107 Exit the **East** Door. Cross the media center to the **storage** room. Await further instructions.
- 202 Exit down the **right** side of the stairs. Enter the hallway **under the balcony**, proceed to the office door and stop. Await further instructions.
- 203 Exit down the **left** side of the stairs **under the balcony**, next to room 202. Await further instructions.
- 302 Exit down the **right** side of the stairs. Enter the media center and proceed to **under the balcony**, fill in remaining space. Await further instructions.
- 303 Exit the room down the **left** side of the stairs **under the balcony**, fill in remaining space. Await further instructions.
- 304-305 Exit the room down the **left** side of the stairs **under the balcony**, fill in remaining space. Await further instructions.
- 306 Exit to the **right** as you leave the room. Follow room 302 to the **storage** area on the north side of the media center. Await further instructions.
- 209 Exit down the **right** side of the stairs to the storage area behind the **nurse's** office. Await further instructions.
- 206 Exit down the **left** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 207 Exit down the **left** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 307 Exit down the **left** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 309 Exit down the **left** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 311 Exit down the **left** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 313 Exit down the **right** side of the stairs to the **ramp** area between the buildings. Await further instructions.
- 310 Exit down the **left** side of the stairs.
- 401 Exit into **Room #402** and along the **north** side of the **hallway**.
- 403 Exit into **Room 403A**.
- 404 Exit to the **north** side of the **hallway**.
- 405 Exit to the **south** side of the **hallway**.
- 406 Exit to **Room #406A**.
- 407 Exit to the **south** side of the **hallway**.
- 408 Exit to the **north** of the **hallway**.
- 503 Exit to the **music** room (**#504**).
- 504 Exit to **Room 504C & 504D**.
- 505 Exit to **Room 505B & 505C**.
- 500 Exit to the **music** room (**#504**).



### **Student Accidents/Illnesses**

Students injured in accidents at school should be brought, if possible, to the nurse's office or the principal's office. If the situation is such that an injured student should not be moved, the nurse or principal will come to the location of the injured student. If in doubt, no staff member shall move an injured student. Notify the office by sending a student to inform the office of the problem or use the intercom system from the classroom.

If a staff member deems a student ill during the school day, the student should be sent to the Nurse's Office. The school nurse or nurse's associate will contact parents. Calls made to parents in regards to their child's illness should be made through the school office or nurse's office.

A student who has been seriously injured or taken ill will be given appropriate first aid. An attempt will be made to notify the parents/guardians by phone. If this attempt is successful, instructions from the parents/guardians will be requested as to what should be done further for the student.

If the attempt to notify the parents/guardians is unsuccessful, the emergency name and number should be tried. If success is met in this effort, the same request will be made as above. If this attempt is unsuccessful, the injured or ill student's family physician shall be contacted for instructions.

If the attempt to contact the injured or ill student's physician is unsuccessful and there still remains a medical emergency, the student shall be transferred to a hospital or a doctor's office by ambulance. A continued effort to notify the student's parents or guardians will take place until successful contact is made.

A student accident report, if warranted, must be completed by the supervising staff member. The accident report shall be completed immediately. This procedure is for the protection of the supervising staff member and at the same time documents all factors involved in the accident. Student accident reports are available in the office.

### **Pupil Attendance Record**

The building office is the attendance center. If teachers received emails or phone calls pertaining to a student's attendance, they should refer the parent to contact the building office. Attendance is taken at 8:25 a.m. Teachers are asked to use Infinite Campus for submitting attendance. If you note a change in attendance in the afternoon, please notify the office.

Students who arrive late in the classroom in the morning because of late buses or purchasing lunch/milk tickets in the Commons should not be counted as tardy. A student is considered tardy if s/he arrives after 8:25. A student is considered tardy if s/he arrives after the beginning of the afternoon session but before the dismissal of school. Students must "sign in" at the office if arriving late or leaving before the end of the school day.

The attendance is to be marked once a day in the morning. If you note an absence that does not appear on the daily bulletin, please notify the office.

The student must have a note or a doctor's excuse explaining the reasons for an extended absence (3 days or more). Teachers are to attach all such notes to the attendance slips.



The school nurse will check with each student who has been gone for three or more consecutive days.

Parents requesting assignments for their child who is absent should do so through a note, call to the teacher involved or through the principal's office. The teacher involved needs sufficient time to properly organize work being sent home. It is recommended that parents of absent students make their request early in the school day so that the materials can be readied by the end of the school day. If parents request that a "buddy" bring work home for an absent student, it is that parent's responsibility to pick up the materials from the "buddy".

If students know ahead of time they will be missing school, the request for assignments should be made a reasonable amount of time beforehand. Depending upon the nature of the work, teachers may require students to complete work before the anticipated absence.

The classroom teacher has no authority to dismiss pupils from school. If parents come to the classroom door for their child, please refer that parent to the office. All children leaving the building during the school day will sign out at the office. If a note from home is sent requesting that a student be dismissed for some reason, please send the note to the office with your attendance slip.

#### **Daily Bulletin**

A daily bulletin will be prepared listing the absentees and related announcements. This bulletin should be ready for distribution early morning. Teachers wishing to include information in the bulletin should have that information written out completely and in the principal's office prior to the start of the day. Daily bulletins will be sent by e-mail by the administrative assistant.

#### **Salute To The Flag**

Teachers are encouraged to provide a time each day when their classes say the Pledge of Allegiance. Patriotism and respect for our nation and flag should be incorporated into every classroom schedule.

#### **Students Selling Things at School**

Students are not permitted to solicit or sell merchandise to other students or staff members at school during the school day. All staff members should also be aware of "trading" of items between or among students. This practice should be strongly discouraged. Please inform the principal of any "exchanges" of this nature.

#### **School Parties**

Fall, Winter, and Valentine parties may be held in the classrooms. Parties should be held toward the end of the school day and should last no longer than 45 minutes. Parent volunteers may be utilized to assist, but the classroom teacher should assume the major responsibility during the party.

Individual birthday treats may be distributed during snack time. Nutritional foods are best for this type of treat.



Teachers may have their classrooms earn a "reward" for particular efforts. These opportunities should be planned carefully so that they remain something special and should last no longer than 30 minutes. Please notify the building principal prior to these planned occasions.

### **Audio Visual Materials**

Various audio visual materials and services are available from our Media Center, AEA 11, and internet resources (i.e. United Streaming). Teachers must use careful judgment when making decisions regarding instructional minutes. Audio visual materials are intended to enhance and support grade level outcomes. At DeSoto Intermediate, videos should not exceed 30 minutes. Exceptions to this policy can be made after consulting the building principal.

### **Field Trips**

All field trips shall receive office approval. A parent permission form for all field trip off school grounds will be shared at the beginning of the school year for parents to sign and return to school. Parents are requested to sign this form granting permission for their child to participate in field trips off school grounds throughout the school year, with prior notification being supplied by the child's teachers.

Field trips will begin and end at school. Before each field trip the teacher will send home basic information regarding the field trip experience. This information will also include a form to be signed if parents do not want their child to participate. This form must be returned to the school prior to the field trip. Children who are not permitted to participate in the field trip will remain at school under the supervision of another teacher. Teachers are responsible to complete a transportation request and notify food service of any changes in service on field trip days as early as possible.

Teachers are asked to take the student contact folder on field trips.



Changed for the Handbook for Students and Parents 2013-2014 Adel Elementary School & DeSoto Intermediate School
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CALENDAR/SCHOOL SUPPLY LIST/SCHOOL PICTURES INFORMATION UPDATED

Updated for the 2013-2014 school year

THROUGHOUT THE HANDBOOK

Changed the wording of Building Assistance Team to Intervention Team Meetings

EMERGENCY SCHOOL CLOSING (PAGE 15)

Added the following statement:

The district uses a School Messenger Parent Notification System. This system gives the district a method of communicating with parents over text, email, and phone in an efficient manner.

DENTAL SCREENING (page 18)

Added the following statement:

The dental screening form will be mailed in the Kindergarten packets and the Ninth grade forms will go home in the last report card for Eighth grade. Your dentist will also have the appropriate form that needs filled out and returned to school with your child.

TRANSPORTATION/BUS CONDUCT (page 25)

Updated the following information:

Cell phone number and time to contact the transportation director added.

The following wording added:

Parents must send a written note or may make a direct contact with the office of the Principal for their child if the parents want their child to ride a bus other than their regular route bus, and when non-bus students desire to ride a route bus.

BREAKFAST/LUNCH PROGRAM (page 27)

Removed wording that offered students seconds at lunch.

POSTING OF INFORMATION (page 30)

Added the following wording:

All flyers distributed to students or staff must receive approval from the Office of the Superintendent. Please allow ample time for your flyer to be processed.

Please provide a link or email an electronic version of your flyer to Debbie Stiles at [dstiles@adm.k12.ia.us](mailto:dstiles@adm.k12.ia.us) to receive approval. If your flyer is not available online, we will host it for you. It will remain for approximately one month.

Flyers will be posted on the first business day of every month, September through May. Hard copies of flyers may be sent to the Administration Center for distribution to each building, so long as they are separated and marked with each building's name. These hard copies will be made available for voluntary pick up in the office area.

ROOM PARTIES AND TREATS (page 30)

Added the following statement:

Students are welcome to bring water to school in a water bottle that fully seals to prevent classroom spills. We ask families to refrain from adding flavor packets the water as the color causes staining on carpeted areas.



NONDISCRIMINATION STATEMENT (page 34)

Added the following statement:

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age( for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. 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: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

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:

Nancy Gee

801 Nile Kinnick Drive South

Adel, Iowa 50003

Telephone: 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

MEDICATION AUTHORIZATION FORM (page 39)

Updated the Record of the Administration of Medication Form


Updated the recording of medicines to reflect Infinite Campus rather than a paper medial administration form.





# **ADEL DESOTO MINBURN COMMUNITY SCHOOLS**

Handbook for Students  
and Parents



**2013-2014**

*Adel Elementary School  
DeSoto Intermediate School*



Dear Families,

The Elementary Parent's Handbook is designed to help you work with the school district to obtain the best educational experience for your child. The information contained in this handbook will provide you with some basic knowledge about the two elementary buildings: Adel Elementary and DeSoto Intermediate.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The information should clarify school procedures, expectations, and the educational philosophy of the Adel DeSoto Minburn Elementary Schools. We hope you will find this book a helpful reference throughout the school year. Please review it with your student and let us know if you have any questions.

At other times throughout the school year you will receive supplementary notes and calendars of events, which should be kept along with this handbook. We hope the various newsletters and this handbook will be a valuable part of the many ways we can communicate with your family.

We believe that teamwork is vital to our success and that of your child's. We want to work as a team to ensure your child has an excellent experience at our elementary buildings.

**T - TOGETHER  
E - EVERYONE  
A - ACHIEVES  
M - MORE**

Sincerely,

**Carole Erickson**

Adel Elementary Principal (Pre K-2)

**Jodi Banse**

DeSoto Intermediate Principal (3-5)



## **Adel DeSoto Minburn District Mission Statement**

Our mission is to enable all students to master the skills, acquire the knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of a changing society.

## **Adel DeSoto Minburn District Belief Statements**

We believe:

- ..... our school exists for the purpose of providing our students with the opportunity to acquire knowledge and master the skills essential to their future success, and students can learn and achieve when given the right conditions.
- ..... our school exists to provide the best possible conditions for student learning and success.
- ..... all students are entitled to expanded opportunities to master what is ultimately expected of them.
- ..... all students should be required to demonstrate that they can apply the knowledge they have acquired.
- ..... all students should be consistently held to high standards of performance.
- ..... our school's effectiveness is maximized when students, staff, and community share a vision of success.
- ..... our school can be continuously improved by seeking and using the best available knowledge and data to guide our ongoing planning, decision making, and program delivery.

## **ADM Shared Mission**

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

## **ADM Shared Vision**

ADM Students Will Experience Success Today and Achieve Their Dreams Tomorrow

By 2014 ADM Schools Will Prepare Students for a Changing Global Society By  
Becoming a State Leader In:

- Improving Student Achievement
- Implementing Curriculum, Instruction and Assessment
- Increasing the Graduation Rate
- Establishing Financial Stability Through Increased Enrollment and Efficient Use of Resources
- Involving Students in School and Community

*"Experiencing Success Today, Achieving Dreams Tomorrow"*



## Adel DeSoto Minburn District Outcomes

Adel DeSoto Minburn students will acquire the **KNOWLEDGE BASE** needed to use effectively the following strategies and skills necessary for success in adult life.

Adel DeSoto Minburn students will be **EFFECTIVE COMMUNICATORS** who:

1. Organize and communicate ideas and information clearly and correctly.
2. Interpret and respond to auditory, written, and visual communications.
3. Demonstrate appropriate use of resources and technology.
4. Make quality presentations.

Adel DeSoto Minburn students will be **COMPLEX THINKERS** who:

1. Consider factors as objectively and completely as possible.
2. Apply knowledge, concepts, and processes effectively and thoroughly.
3. Define a problem, generate options, and develop a plan of action.
4. Use higher order thinking skills.
5. Produce quality products of complex thinking.

Adel DeSoto Minburn students will be **COLLABORATIVE WORKERS** who:

1. Share their own opinions.
2. Work to understand others' opinions.
3. Respect others' right to their opinions.
4. Help to build a working relationship within the group.
5. Contribute to the completion of the group process and/or outcomes.
6. Evaluate the effectiveness of the group process.

Adel DeSoto Minburn students will be **SELF - DIRECTED LEARNERS** who:

1. Schedule and use time wisely.
2. Gather information and use resources on their own.
3. Demonstrate initiative and perseverance in their learning.
4. Self assess for quality.

Adel DeSoto Minburn students will be **RESPONSIBLE CITIZENS** who:

1. Accept responsibility for their actions.
2. Display a knowledge of the workings of democracy.
3. Recognize the need to obey rules and laws.
4. Recognize the connections between current events and history.
5. Demonstrate a willingness to help others.
6. Recognize how personal decisions affect their lives and society.
7. Recognize and respect the value and equality of individuals.



## VACATION AND INSERVICE/CONFERENCE DAYS

The following is a schedule of vacations and in-service days for the 2013-2014 school year.

August 15 Classes begin - **Early Dismissal: 2:30 p.m.**

August 16 **Early Dismissal: 2:30 p.m.**

September 2 LABOR DAY VACATION

September 9 Annual School Board Election

September 10 School Pictures

September 11 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

September 23 **NO SCHOOL** – Professional Development Meetings

October 9 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

October 18 End of 1st Quarter (45 days)

October 21 **NO SCHOOL** – Inservice/Workday

October 22 PARENT-TEACHER CONFERENCES K-12 2:00 - 8:30 P.M.

**Early Dismissal: 1:00 p.m.**

October 24 PARENT-TEACHER CONFERENCES K-12 2:00 - 8:30 P.M.

**Early Dismissal: 1:00 p.m.**

November 6 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

November 27 **NO SCHOOL** - Allowance for Conferences

November 28-29 FALL VACATION

December 4 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

December 20 End of 2<sup>nd</sup> Quarter (41 days) End of 1<sup>st</sup> Semester (86 days)

Dec 23- Jan 1 WINTER VACATION

January 2 No School - Work Day

January 3 Classes Resume

January 20 **NO SCHOOL** – Inservice/Workday

February 5 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

February 21 **NO SCHOOL** – Inservice/Workday

February 26 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

March 7 End of 3rd Quarter (44 days)

March 11 PARENT-TEACHER CONFERENCES K-12 2:00 - 8:30 P.M.

**Early Dismissal: 1:00 p.m.**

March 13 PARENT-TEACHER CONFERENCES K-12 2:00 - 8:30 P.M.

**Early Dismissal: 1:00 p.m.**

March 14 **NO SCHOOL** - Allowance for Conferences

March 17-21 SPRING BREAK

March 31-April 4 Grades 3-8 Iowa Assessments

April 9 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

April 23 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

May 7 **Early Dismissal: 1:00 p.m. (Professional Development Meetings)**

May 18 Commencement

May 22 **Early Dismissal: 1:45 p.m. Inservice/Workday**

End of 4th Quarter (48 days) End of 2nd Semester (92 days)

End school year (178 days) (Actual last day of school may change)

May 26 Memorial Day



## **Administrative Staff**

### **Superintendent's Office**

**993-4283**

801 Nile Kinnick Drive South, Adel  
Mr. Greg Dufoe, Superintendent

### **Adel Elementary**

**993-4285**

1608 Grove Street, Adel  
Ms. Carole Erickson, Principal

### **DeSoto Intermediate**

**834-2424**

317 Spruce Street, DeSoto  
Mrs. Jodi Banse, Principal

### **ADM 6-8 Middle School**

**993-3490**

801 Nile Kinnick Drive South, Adel  
Mrs. Kim Timmerman, Principal

### **ADM High School**

**993-4584**

801 Nile Kinnick Drive South, Adel  
Mr. Lee Griebel, Principal



## SCHOOL ORGANIZATION

### Address Changes

Students who are moving from the school district or who have moved to another location within the district should inform the teacher and school office so that the appropriate transfer/changes may be conducted. A note or call to the school office by the parent initiates this process.

### Student Attendance Policy

It is the educational philosophy of the ADM Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators, and the Staff of the ADM Community School District expect that students shall be in attendance at scheduled classes for one hundred eighty (180) days per academic year.

Students are expected to be in school and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

**Parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office on the day of the absence prior to 8:30 A.M.** A parent may elect to send a note with another child in the family informing us of the absence. This note should be delivered to the principal's office. The same procedure applies if a child is absent the afternoon session after attending the full morning session. If notification is not received, the office attempts to contact the parents at their home/work number.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, medical, dental, religious (special services), family emergencies, serious illness or death of a family member, and school activities. If notification is not received for a student absence, the office attempts to contact the parents at their home/work number. If the school is unable to reach a parent, the student's absence will be deemed unexcused. Unexcused absences include, but are not limited to, tardiness, shopping, baby-sitting, concerts, preparation or participation in parties or other celebrations. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. The attendance procedure listed below will be followed:

1. If a child is gone at the starting time in the morning session (8:25 AM), she/he will be counted absent for a half day if they do not come to school by 10:00 AM. If they come before 10:00 AM, they will be counted tardy for the morning session.
2. If a child is gone at the starting time in the afternoon session (12:30 PM), she/he will be counted absent for a half day if they do not come to school by 2:00 PM. If they come before 2:00 PM, they will be counted tardy for the afternoon session.

**Students who need to leave school during the school day must notify the office either with a signed note or a telephone call from the parents.** Students who return to class or arrive after the school day has begun must present a signed note from their parent, the parent may call the school office, or the parent may personally notify the office.



Students are not released to anyone other than their parents during the school day unless the office has a note signed by the parent, been instructed by a parent phone call or the parent has personally notified the office. When you pick up your child, we ask that you sign them out, and upon returning your child, we ask that you sign your child in.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Parents requesting assignments for their child who has been absent or will be absent should do so through a note to the teacher involved or through the principal's office. The teacher involved needs sufficient time to properly organize work being sent home. It is recommended that parents of absent students make their request early in the school day so that the materials can be readied by the end of the school day. Students will have two days to make up schoolwork for each day they are gone.

If parents request that a "buddy" bring work home for an absent student, it is the parent's responsibility to pick up the materials from the "buddy." **If a student is ill and not in school for the day, they will not be allowed to participate in any school sponsored events that evening (unless approved by the building principal).**

### **Communications To and From School**

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. Please check your student's backpack.

Parents who use email to notify teachers/office personnel of changes in arrival/dismissal plans should not assume the teacher/office personnel has received the communication until there is a reply email. This ensures that your child is following the correct arrival/dismissal plan.

### **Concerns**

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parent should then request a conference with the principal.

If the parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be obtained from the principal. A general school concern not pertaining to a classroom and/or teacher situation should be directed to the principal's office.

### **Contacting Students During The School Day**

It will be the policy of the PK-5 Schools that any person, parent(s) included, who wish to speak directly to a student, shall report to the office. The principal or designee will contact the classroom teacher and have the student brought to the office where personal messages can be relayed. Persons other than parents/guardian will not be allowed to contact pupils unless it has been cleared through the office by the parent/guardian.

The telephones at the school are business telephones. If a child has a legitimate reason to use the telephone, permission will be granted by the teacher, principal, or school secretary. Because of the number of calls the school receives, it will be necessary that conversations by pupils be kept to a minimum. Except in an emergency, students are not called to the telephone. We will be happy to deliver important messages to the student involved. Students are



expected to keep cell phones turned off during the school day. Parents wishing to reach their child during the school day will not be able to do so on individual student phones.

### **DAILY SCHEDULE Adel Elementary**

7:55 A.M. Bus Students Arrive  
8:25 A.M. Classes begin  
11:30 A.M. - 12:30 P.M. Lunch and/or Recess  
3:30 P.M. Bus Students Dismissed  
3:35 P.M. Town Students Dismissed

### **DeSoto Intermediate**

7:45 A.M. Early Bus Students Arrive  
8:25 A.M. Classes begin  
11:20 A.M. - 12:40 P.M. Lunch and/or Recess  
3:20 P.M. Bus Students Dismissed  
3:25 P.M. Town Students Dismissed  
4:00 P.M. Bus arrives to take "Late Bus" students home

### **Early Dismissal**

The district has early dismissal times built into the calendar including beginning of the year, staff development and parent teacher conferences. Please note that DeSoto Intermediate School dismisses 15 minutes earlier than the other buildings in the district. If an early dismissal is utilized for inclement weather DeSoto Intermediate also dismisses 15 minutes earlier than the other buildings.

### **Emergency Drills**

Periodically the school holds emergency, fire, and severe storm drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. During emergency drills or in case of real emergencies, our teacher associates will assist students who require additional assistance in reporting to the designated emergency area.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Principal's Office if the information on the emergency form changes during the school year. Please be sure to include instructions for your student in the event of an early dismissal due to weather.

### **Late Dismissal**

Students who live in the country will be supervised by a late bus duty teacher. It is our building policy not to keep a student after school unless a parent has been notified and granted permission. If a student is asked to stay for tutoring, or for a detention, the parent will be notified the day before. If this isn't possible, other arrangements may be made.



## Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

In order for the school to correctly follow judicial decrees, we are asking legal guardians to inform us of the legal child custody and guardianship arrangements. We would appreciate the legal guardian sharing with us information regarding who has custody and under what conditions the other parent may exercise custodial and other rights regarding the child. If there is a dispute between parents, this should be resolved outside of school.

## Lost and Found

A lost and found center is kept at our school. Items found should be turned in there. Students should check immediately for any item they might have misplaced. It is recommended that your child be encouraged to be responsible for their personal property. Articles should be labeled, especially coats, boots, hats, etc. Valuables and money not needed at school should be left at home.

## Procedures for Students Who Are Transferring to Another School or School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents are hereby notified that the student's records will be sent. Under these circumstances, parents, upon request, will be given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

## School Office Hours

The school offices are open from 7:30 A.M. until 4:00 P.M. on Monday-Friday. On early dismissal days when professional development meetings or conferences are scheduled, the school office will remain open until 4:00 P.M. On other early dismissal days the school office will be closed within a reasonable time after the dismissal.

## Visitation

Parents are welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe your child's performance in a classroom-learning situation. At ADM we feel as though it is important to carefully guard our instructional minutes with the students. We take this task very seriously. Therefore, we ask that parents follow the following guidelines:

Please adhere to the following guidelines:

- We encourage parents to make classroom visits after the first two and before the last two weeks of the school year. The first two weeks is a period of adjustment as routines and procedures are being established. The last two weeks includes many special activities and "assessments (testing period)" as the school year concludes. We prefer parents **not** visit during testing time. We encourage parents to limit all classroom visits to a maximum of 30 minutes.
- We ask that you **not** bring small children when visiting the classroom.



- **All visitors to ADM PK - 5 buildings must sign-in at the building office. Visitors to the buildings will be issued a badge to identify their presence in the building.** When delivering a quick message or an item to school, parents will be asked to leave the item or message with the administrative assistant. The student will be called to the office during a normal transition time of the day. This will help us avoid disruption to our instruction.
- Students from other schools will not be allowed to visit our school unless arrangements have been made with the principal's office the previous day.

ADM is committed to the providing children with daily classroom experiences that are centered around researched based instructional strategies and support the rigorous educational expectations in place. These visitation guidelines assist the school system in achieving a classroom environment that sustains routine and avoids educational distractions.

## SUPPORT SERVICES

### G.A.T.E.

The Adel DeSoto Minburn Community School District G.A.T.E. (Gifted and Talented Education) Program has a plan, which provides for four different building programs with multiple levels of service to be provided for gifted students in grades K - 12. Because educational research does not support the identification of students through the use of standardized test scores prior to the middle years, and because student ability and achievement scores tend to fluctuate widely during early elementary (primary) years, such scores will not be used to formally identify students for a "pull-out" program in grades K - 2. The G.A.T.E. instructor and classroom instructor will collaborate together to identify students who are in need of the Extended Learning Program (E.L.P.) services. The G.A.T.E. instructor will plan and implement activities for the Extended Learning Program (E.L.P.). The activities will be based on student need and could incorporate math, reading, sciences, or any area of high-ability. Participation will be dependent upon multiple factors: student interest, ability demonstrated in particular areas, parent input and teacher recommendation. This Extended Learning Program carries no implication for future G.A.T.E. services.

It appears that a child's achievement scores tend to "level out" at the beginning of third grade and real ability becomes more evident; thus screening for highly gifted students can be completed to identify students in need of G.A.T.E. (Gifted and Talented Education) services. Formal whole-grade screening for highly gifted students will occur at third grade, and again at fifth grade, in order to identify students for the G.A.T.E. program. The process of whole-grade screening recognizes that giftedness is developmental, creativity and learning abilities peak at various times, and that each student has an individual learning profile.

The intermediate level program (grades 3-5) has three levels of service, which may be used to meet the needs of identified students. The G.A.T.E. instructor, with input from the student, classroom teachers, and parents, will prepare a P.E.P. (Personalized Educational Plan) to include the level(s) of service needed to meet the student's individual needs.

#### Level I: Pull-In

Consistent with the intent and purpose of the ADM G.A.T.E. Plan, highly gifted students may be offered a pull-in program. Pull-in students are included in this plan because students benefit both from individualized instruction and from interaction with ability peers. The pull-in program will address the areas of academic and general intellectual abilities. Students meet one to two class periods a week.

#### Level II: E.L.P. and Modification of Regular Curriculum

The G.A.T.E. instructor serves as facilitator for students and teachers in curriculum compacting, acceleration and enrichment in any classroom in which the student demonstrates the need for P.E.P. Appropriate assessments such as Iowa Assessments, District Benchmarks, Cognitive Abilities, Gates MacGinitie, Iowa Acceleration Scale, out-of-level testing, teacher recommendation, and student portfolios may be administered in



order to determine the student's educational needs. The G.A.T.E. and classroom instructors will collaborate to create a plan of instruction and implementation will be conducted by the person designated on the plan.

### **Level III: Special Opportunities**

Special events and opportunities for specific gifted areas including creativity, leadership, and visual/performing arts may be offered. Students will be identified for these activities by appropriate inventories or assessments, including observation, Torrence creativity tests, Iowa Assessment scores in one or more areas, portfolio assessments, and teacher recommendation. Opportunities offered will vary from year to year, depending upon availability of special events, cost, scheduling, and transportation. Special opportunities could include activities such as Knowledge Bowl, Invention Convention, or Children's Theater.

## **GUIDANCE**

The guidance program of the Adel DeSoto Minburn School District offers individual, and small group opportunities. Individual and small group counseling is centered on student need. D.A.R.E. classes are held in third and fifth grade. Topics addressed in D.A.R.E. include handling peer pressure, drugs, alcohol and tobacco, and making responsible choices.

## **MEDIA CENTER**

The Library Media Center is a resource area for use by students and staff. A variety of nonfiction and fiction books, magazines, reference materials, laptops, and digital equipment are available for use. All items are purchased for alignment with the school curriculum and for enrichment. They are entered into the computer catalog at each building. A quiet atmosphere conducive to good study habits will be maintained in the Library Media Center.

Students will be made aware of the responsibility that accompanies the use and sharing of library materials. Book care is stressed and students in PK-2 are asked to transport their books to and from school in a zip-lock bag provided by the school.

Materials may be checked out for a two-week period of time and may be renewed if necessary. PK-2<sup>nd</sup> grade students will check out one book at a time and 3<sup>rd</sup>-5<sup>th</sup> grade students may check out up to two books at a time. Damaged or lost books will be charged to the student at repair or replacement costs.

## **MUSIC**

### **Vocal:**

All students are given general music class instruction on a scheduled basis. All students are required to participate in Music Programs as a part of our curriculum.

### **Instrumental:**

Lessons and Band Rehearsals are offered for students in Fifth Grade on a regular schedule. Band students are required to participate in all Music Programs.

## **Report Cards and Conferences**

The report card is only part of our process of reporting to parents. Report cards are issued after each quarter. The legend for the report card is on each one. If you have questions, feel free to call. The 1<sup>st</sup> and 3<sup>rd</sup> report cards are available at Parent/Teacher Conferences held at the end of the first and third quarters. For the 2<sup>nd</sup> and 4<sup>th</sup> quarters, report cards will be sent home with the students.



Parents will have the opportunity to sign up for Parent/Teacher conference times at the before school Open House. Appointment times for Parent/Teacher Conferences unable to sign up before school will be assigned a time for your conference. If you are unable to attend at your designated time, please call the school office. The need for additional conferences may arise during the school year. The request may be initiated from either the home or the school. Please do not hesitate to contact your child's teacher if you need more information.

### **Intervention Team Meetings**

The Intervention Team Meeting model is a system for supporting classroom teachers on a day-to-day basis within a building. The team is composed of teachers selected for the team, plus the teacher requesting assistance. When appropriate, other staff members, a parent, and/or a student may be included as fully participating team members. The team serves as a within-building peer problem-solving group. The team is based on the belief that teachers have the skills and knowledge to effectively teach many students with learning and behavior problems by working in a problem-solving process. The goals of the model are as follows:

1. To help regular classroom teachers to individualize instruction to meet the needs of all students--normal, handicapped, and gifted.
2. To support teachers in mainstreaming handicapped students.
3. To provide an efficient pre-referral screening for special education services.

The system is designed to provide prompt, individualized support of teachers. Teachers refer their classroom concerns to a team of selected teachers within the building. The team and the teacher requesting assistance jointly engage in a structured process of identifying the problem, brainstorming solutions, and planning interventions. Parents, students, and other specialists participate in cases when requested by the team.

A series of follow-up meetings are held to evaluate the student's progress and to plan further intervention. When appropriate, students are referred for further evaluation involving special education services.

The Intervention Team will also hold the responsibility of bringing special education referrals to the attention of the Heartland Area Education Agency.

### **Special Education Services**

Parents and teachers can begin the referral process for students to be evaluated for possible placement into special programs. The referral forms are available through our Intervention Team. Programs available are: speech, hearing, emotional, learning, mental, physical, visually impaired, behavior, and severe/profound. Please contact the classroom teacher or building principal for further information.

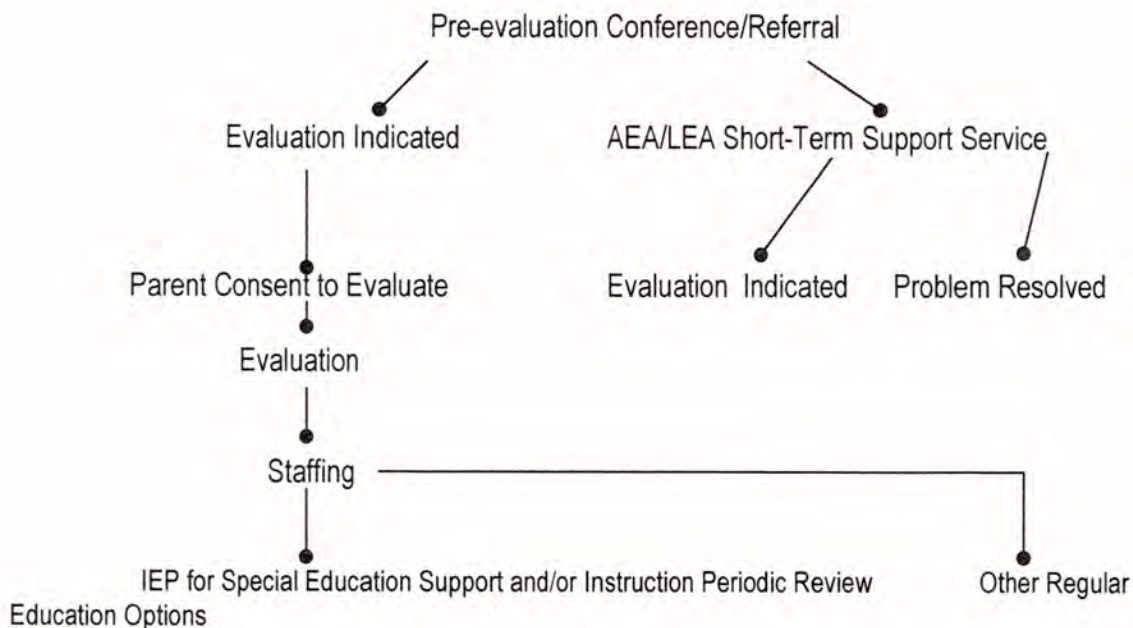
The recommended referral procedures listed below assure compliance with parent and children's rights and fulfill necessary record requirements. See the flowchart, which outlines the referral procedure.

1. A pre-evaluation conference/referral should be held with the principal, the staff member, other appropriate school personnel, and AEA support staff to discuss the existing problem to see if it can be resolved at the classroom level. At this level AEA/LEA personnel may be able to provide short-term comprehensive evaluations for very mild problems.



2. If it is necessary to seek additional information, the principal will:
  - a. Secure written permission from the child's parents by using the Part II-Parent Consent for Evaluation. This form may include a request for comprehensive evaluation.
  - b. Forward the Referral Form and Parent Consent for Evaluation Form to the appropriate personnel or the Heartland Zone Coordinator.
3. Upon receiving the completed referral, Heartland personnel shall complete the appropriate types of evaluations and return a written report to the principal. Evaluations conducted by local school personnel, will be coordinated by the principal. Specific evaluations may be requested. However, when placement in a special educational instructional program is being considered, the evaluation shall include, but is not limited to the following: Speech and Language, Social Functioning, Academic Status, Hearing, Intellect, Behavioral Observation, Health History, Motor Functioning, Educational History, Vision, Adaptive Behavior, Career-Vocational.

### REFERRAL PROCEDURE FLOWCHART



### **Plan For The Integration of Special Needs Students**

The Adel DeSoto Minburn Community School District has adopted policies which afford special needs children in the district an appropriate educational program within the least restrictive environment. The district's professional staff, in cooperation with the AEA, will evaluate, staff, and provide an individual educational plan (IEP) for each special needs child in need of special education services. Procedures and guidelines for implementing the process shall include, but not be limited to, the following considerations for each child:

- \* consideration of a full continuum of placement options
- \* documentation to reflect the appropriateness of the placement decision
- \* reconsideration of the appropriateness of the placements decision at the annual review
- \* reiteration of due process procedures for parents should there be any placement disagreement
- \* consideration of physical, functional, social, and societal integration needs.



The district will cooperate with the AEA, other local school districts within the AEA, districts outside the AEA, and out-of-state facilities to assure the appropriate placement of each special needs student.

In-service activities related to least restrictive environment, as well as all other aspects of the special education process, will be provided for district staff and parents at the district and building level through group presentations and written communications. One-on-one in service opportunities which occur throughout the special education process will continue to be utilized.

The district's compliance with least restrictive provisions will be evaluated through the individual educational plans (IEP) developed for each special needs child, compliance monitoring conducted by the AEA or Department of Education, and parent satisfaction with the educational progress made by their child.

ADM has several collaborative science, social studies and math classes at each grade level. In collaborative classes there are two teachers, a regular education teacher and a special education teacher. The regular education teacher teaches the same concepts to all students. The special education teacher watches for any student who might struggle for whatever reason, and she/he instructs in a more individual way that reinforces what the regular education teacher has presented. It is an added bonus to our students when there are two teachers in the classroom.

#### Grievance Procedure:

Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the ADM Harassment Policy all have grievance procedures for employees, students, and parents. The grievance procedure for Title IX is found on page 27 of this handbook.

## **DISTRICT INFORMATION**

### **Emergency School Closing**

It occasionally becomes necessary during the year to close school. Weather is usually the reason, but it may be necessary due to mechanical failure or perhaps some other reason for the safety of our students. **We request parents fill out and return a form that tells us where students are supposed to go on those occasions when an emergency school closing occurs during the school day. Please keep this information up-dated.** Students will not have time to call and ask where they are to go upon dismissal.

All emergency school closings will be announced on all local radio and television stations and on the local media websites. We **will not** be able to notify individuals of an emergency school closing. We have requested that each station announce the information regarding the closing or delayed start of our district as Adel DeSoto Minburn. The district uses a School Messenger Parent Notification System. This system gives the district a method of communicating with parents over text, email, and phone in an efficient manner.

Although regular school attendance is encouraged, parents may pick up their students from school anytime severe weather develops. Parents always have the option of not sending their children when they feel the weather is too severe. Please be assured that every effort will be made to provide for the safety of every child.



## **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in school. Copies may be obtained according to board policy (605.2). Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.

## **Volunteers**

School volunteers are an important and integral part of our school. There are many things they can do that help the staff do an even better job teaching our students.

The ADM Community School District has a volunteer program. Interested individuals wishing to volunteer should call the office of the building they would like to volunteer to help out in.

Volunteers can work directly with students, reading to children, listening to children read, helping children locate books, or tutoring limited English-speaking students. They can assist teachers in classrooms, working with students or materials. Volunteers do such things as developing bulletin boards from teacher directions, develop learning stations and listening centers per teacher directions, assist with special projects in the classroom, and type items for teachers.

## **HEALTH INFORMATION**

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval and the final decision will be an administrative decision taking into account relevant medical opinion. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

### **Health Services and Procedures**

The Adel DeSoto Minburn School District employs a school nurse. The nurse is on call to any building if an emergency should arise. In general, the school nurse is responsible for keeping records and conducting screening on certain aspects of our students' health.

Each student is given a preliminary hearing test and vision test every other year. If an area of concern is detected, the home will be contacted so that professional help may be consulted.

Another major function is in the area of communicable diseases. The State Department of Health has regulations on immunization requirements that must be met if a child is enrolled in school. The office maintains the appropriate records and will notify you if your child needs updating in this area.

**If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian.** Please send only the necessary amount of medication. A copy of this form is found in the back of this handbook. Additional forms may be obtained at the school office.



Rules and procedures concerning the administration of medications to those pupils who must take medication during school hours follow. No medication shall be dispensed to any pupil in the Adel DeSoto Minburn Community School system unless the following prerequisites are met:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent must sign a request to have this prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container, which shall be labeled with:
  - a. name of pupil
  - b. name of medication
  - c. directions for use
  - d. name of physician or dentist
  - e. name and address of pharmacy
  - f. date of prescription
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building, access to the medication shall be under the authority of the nurse, administrative assistant, or principal.
7. An electronic record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medications to be given, and the time at which it is to be given.

Over-the-counter medication such as aspirin, Tylenol, cough syrups, cough drops, etc. requires parent's written permission. The medication must be brought to school in the original labeled container. The registered nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case the registered nurse may refuse to administer the medication and state the reasons, in writing, to the parent.

### **Hearing Screening**

Hearing is very important to a student's ability to listen, learn, and progress satisfactorily in school. Therefore, students will receive a hearing screening. Parents will be notified of the students who do not pass this screening. If you do not want your child to participate in the screening by the school audiologist, please contact the school. If there are any questions about the hearing testing program, please feel free to see your school nurse or principal.

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the school nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions about immunizations should contact the school nurse through the Principal's office.



## **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. New kindergartners are required by Board Policy to have a physical exam before starting school in the fall.

## **Dental Screening**

Legislation was passed by the State of Iowa, effective July 1, 2008, requiring all children entering Kindergarten and Ninth grade to have a dental screening. The dental screening form will be mailed in the Kindergarten packets and the Ninth grade forms will go home in the last report card for Eighth grade. Your dentist will also have the appropriate form that needs filled out and returned to school with your child. The purpose of the dental screening is to improve the oral health of Iowa's children. Your dentist has the appropriate form that needs to be filled out and returned to school with your child.

## **Speech Screening**

Students are screened for speech. Classes are set up as needed. If you have any questions, please contact the building principal. The speech clinician works in the school and is an Area Education Agency Employee.

## **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. Students need to be fever and vomit free for 24 hours before returning to school. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents regarding where the student has been transported for treatment.

## **Student Insurance**

Optional student insurance is available at the beginning of the school year. Two accident insurance plans and a dental plan are offered. No school official serves as an agent, nor does the school district or any school staff member receive any profit, commission, or direct or indirect benefit from the sale of this insurance. Claims information may be obtained at registration.

## **Vision Screening**

Students in grades, PK, K, 1, 3, 5<sup>th</sup> grades will be given a vision screening. Also, referrals from teachers or parents will be done. Please call the school if you have any questions.



# STUDENT BEHAVIOR EXPECTATIONS

## Discipline Policy

The Board of Directors of the Adel DeSoto Minburn Community School District hereby confirms its intent to support the school discipline policy, to support school staff who enforce the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

In a teaching/learning situation it is necessary that self-discipline and a positive approach towards organization work hand in hand. These not only are desired in the classroom, but must also be evident in all areas of the school setting and at school functions. It is necessary, therefore, that a cooperative plan between students, teachers, parents, administrators, other staff members, and school board members be present. This plan should be one of support, communication, and respect. It is our belief that cooperative discipline will bring out the qualities of scholarship, leadership, citizenship and responsibility found in each of our students.

As educators it is our responsibility to develop and maintain an atmosphere that is conducive for learning. To create such an atmosphere it is necessary to establish certain rules and regulations. So that you and your child can better understand what is expected of each student, we have developed a PK-5 discipline policy.

### **Student's Responsibility:**

Students should be aware of the conduct expected of them in the individual classroom, in the hallways, on the playground, on the school bus, and at any school functions or activities. S/he should be able to maintain an inner-discipline which allows him/her to accept this responsibility and should attempt to keep a good line of communication open with teachers, school staff, parents, and administration. Students will be expected to:

- \* respect the rights and property of other students, adults, and the district.
- \* respect the authority of all school personnel.
- \* practice common courtesy.
- \* use appropriate voice levels while inside the building.
- \* obey all playground rules.

Students who follow the discipline policies will receive positive feedback in the following manner.

- \* They will receive verbal praise.
- \* Students will also receive written praise in the form of certificates.
- \* Those who follow school regulations will be allowed to participate in special school/classroom activities.

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action while school is in session or while school is not in session.



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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students/parents are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Elementary Principal's Office for information about the current enforcement of the policies, rules or regulations of the school district.

#### **Parent's Responsibility:**

It should be the responsibility of the parents to know and see that their child is aware of the behavior expectations in policies as set by the teachers, administration, and local school board of the Adel DeSoto Minburn Community School District. Lines of communication should be maintained in a healthy, cooperative attitude while working to attain a positive result in all instances. It is to be further noted and understood that each student and parent has the right to due process in which they may request additional information.

#### **Teacher's Responsibility:**

All teachers are responsible for maintaining building and classroom standards determined individually by building policy, and by school policy. Teachers are to be responsible for discipline of all students in the hallways and playground areas and at all activities in which Adel DeSoto Minburn students and teachers are involved in the teaching/learning process. Teachers are requested to sit with their students at assemblies and large group meetings for the purpose of supervision and participation. Teachers will report to the administration what may be considered more serious infractions of the school rules.

When a student demonstrates inappropriate behavior teachers will follow the following procedures:

- \* The first time the student violates a rule s/he will generally receive a verbal reminder regarding the rule s/he violated.
- \* If a student repeats the same violation or violates another rule within a given period of time s/he will generally receive an appropriate punishment determined by the teacher or staff member involved. The teacher or staff member may also want to contact the parent if the situation warrants it.
- \* The parents will be contacted by the teacher or the principal to inform them of the situation. The principal and/or the teacher will determine an appropriate punishment.
- \* If a student is sent to the principal for continuing violations or misbehavior of a severe nature, a conference will be arranged with the student, parent, teacher, and principal. At this meeting steps will be taken to insure compliance with the discipline policy.

It is of vital importance that communication and understanding be established between teacher, student, parent, and administration when discipline problems arise.



**Principal's Responsibility:**

It will be the principal's responsibility to assist the parents, teachers, and Board of Education in seeing that students comply with rules of acceptable conduct within the classroom and all other areas of school. Students who choose not to comply with school rules and behavior standards will be dealt with in all cases in the following manner:

1. Students who are referred to the principal will be given an oral notice of the allegations against them and the basis in fact for the charges. Students will be given an opportunity to present an account of the concern at hand. If the principal concludes that inappropriate conduct has occurred, students will receive an explanation of why their conduct was deemed inappropriate.
2. A follow-up conference may be held with the principal and the student. The principal may also require the teacher involved to be present. The type of punishment to be administered shall be reasonable considering the nature of the student's misconduct, the age and physical condition of the student and the goal to be accomplished by the punishment. Parents will be notified of incidents of misbehavior when the incident is of a serious nature or is repetitive in nature.
3. In cases where students are consistently violating school rules or demonstrate misbehavior of a severe nature, including that which endangers other students' well being, consideration of removal from the classroom shall be within the discretion of the person in charge of the classroom. Removal from the classroom means that a student or students are sent to the principal's office. In cases of this nature a parental conference will be requested. This conference will involve the students, his/her parents, teacher(s), and principal. Detention, probation, or an in-school or out of school suspension or a recommendation for expulsion may result from this conference.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on non-school days. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Suspension means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practices but will not attend or participate in school activities.

A severe infraction or continual infraction of school rules or behavior problems may be referred to the Superintendent and the Board of Education. This referral will be accompanied by a recommendation for counseling and/or expulsion for their consideration. Expulsion means the removal of a student from the school environment, which includes but is not limited to, classes and activities for a period of time set by the Board of Education. See Board Policy 502.2B for details.



Students, who have been identified as special education students, may be referred for a review of the individual student's Individualized Educational Plan. The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

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, self-defense, the preservation of order, to quell a disturbance threatening others, etc. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. Corporal punishment defined as the intentional physical punishment of a student is prohibited. 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 website.

### **Student Guidelines**

1. Fighting physically or verbally will not be permitted. Fighting may result in a suspension or expulsion from school.
2. Students are not allowed to bring candy or gum to school.
3. Do not write or use profane or vulgar language in communicating with others.
4. When in the building, students will remove their hats.
5. Students shall not have in their possession objects which could cause physical injury to his/her peers, i.e. knife, weapons, etc.

### **Illegal Items Found in School or in Students' 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 and other dangerous objects are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students found in violation of this policy will be subject to disciplinary actions, which could include suspension or expulsion.

### **Cheating**

Students are expected to do their own schoolwork. Cheating by students on their schoolwork is considered to be unacceptable behavior. Work submitted by the student(s) who cheated will not be accepted. The work will be resubmitted by the student(s) involved. The teacher involved will take the responsibility for appropriate disciplinary procedures against the student(s). Parents will be notified of cheating infractions.



## Clothing and Grooming

There is a connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students may not wear clothing or other apparel promoting or depicting products which are illegal for use by minors such as alcohol, tobacco, or drugs; or apparel displaying, suggesting, or implying obscene materials, profanity, or reference to subversions. *Hats are to be removed when students enter the building.*

While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not proper for wear at school and/or school activities. Clothing that creates a material and substantial disruption to school/school activities or for which there is evidence indicating that such disruption is likely, may be prohibited. Common decency requires adequate coverage of the person. Clothing that reveals undergarments or lack of undergarments is inappropriate. This policy includes sagging pants, short skirts and shorts, halter tops, tops that reveal a bare midriff or back, tube tops, garments with spaghetti straps and garments with plunging or revealing necklines. Additionally, students should not wear items that could harm others or property, such as chains or metal spikes.

Students will be asked by a teacher or other personnel to make the needed changes. This could include sending a student home to change. If students or parents are in doubt about the appropriateness of a piece of clothing, they are encouraged to bring additional clothing.

Students who continue to violate this rule will be subject to the following disciplinary action: Detentions may be assigned. Students may be denied participation in school (suspension) and/or school activities. Continual infractions may be viewed as insubordination.

During the winter season, students will stay on the blacktop unless they have snow boots on. If students wish to take advantage of the swings, the slide, and the rest of the playground equipment, they must wear snow boots and snowpants. If boots other than overshoes are worn, students should have another pair of shoes to wear inside the building. Some type of footwear must be worn at all times while in school. Snowpants are encouraged during the winter season to assist students in having dry clothing when they return to the classroom. Please label winter clothing items such as coats, hats, mittens/gloves, and boots.

## Hallway Guidelines

1. Show respect for others:
  - \* students will keep their hands to themselves.
  - \* students will not enter a classmate's locker/cubbies without permission.
  - \* students will keep noise to a minimum.
2. Move safely through the halls:
  - \* students will walk at all times.



## Recess

We have adequate space and equipment where children are free to play with others for fun, without fear of failure or rejection, and without any need for destructiveness. We see the playground as a place to help students develop desirable character and social traits.

A noon recess period is provided for all of our students during the school day. We feel that a productive learning environment also includes periods of exercise and fresh air. **All students are expected to go outside during this recess period unless they have a medical reason.** We request that a note be sent by the student's parent or doctor. A doctor's request is needed to have a student remain indoors for more than two days. Students **will not** be taken outdoors in times of extreme cold and during rain or wet snow.

Appropriate clothing (boots, gloves, hats, snow pants, winter jackets, etc.) must be sent with your child during cold weather. Please notify the school if you need assistance providing these items. If you have extra or outgrown items and would like to contribute them to our "extra" drawer, it would be greatly appreciated, as our supply has depleted over the years. If your child does not have snow boots and snow pants and there is snow on the ground, they will have to stand on the blacktop area that has been cleared of snow during recess.

The playground is set up for use by students during the school day who are enrolled at our PK-5 schools. Use of the playground by these students and other community persons outside this period of time is at their own risk as the district will not be responsible for actions taken during that time.

## PLAYGROUND RULES

1. **Classmates will show respect and kindness to each other and the supervising teachers at all times.**
2. **Whistle signals are as follows:**
  - \* One or two short blows indicate getting a student's attention.
  - \* Three long blows indicate it is time to line up.
3. Students may not throw rocks, sticks, snowballs, etc.
4. No pulling on other students' arms, legs, or clothing.
5. No bouncing balls against or climbing up the side of the building.
6. No footballs on upper blacktop.
7. Students may not re-enter the building during recess time without permission from an adult.
8. Students must have everything they need before coming outside.
9. Students are responsible for all items they bring outside, example: if you bring out your coat, you must wear it – not throw it on the ground.
10. Students must wear shoes at all times.
11. School provided equipment (balls, jump ropes, etc.) are to be used during recess. Do **NOT** bring toys or other items from home for recess play.



12. **Lining up:**
- \* **When the whistle blows students are to line up immediately**
  - \* **No talking in line**
  - \* **No touching other students in line**
  - \* **No bouncing balls in line**

Inappropriate behavior or failure to follow established playground rules will result in a student being removed from the activity and given a "time out". A student may be removed from the playground for a specified period of time.

### **Transportation/Bus Conduct**

If questions or concerns develop, especially regarding discipline matters, please contact your child's bus driver first as s/he may be able to respond directly to your inquiry with firsthand information. There may be times when your child's bus driver may not be able to respond directly to your inquiry. In situations like this, please make contact with either your child's principal or Richard Beechum, Transportation Director.

#### **Transportation Director**

The transportation director can be reached at 993-5321 or by cell phone 515-779-1330 from 6:30 – 5:00 daily. If your child will not be riding the bus or you need other information, you may call the Adel Elementary School office at 993-4285 or the DeSoto Intermediate School office at 834-2424.

#### **Morning Pick-up**

The pick-up time is an approximate time that may vary with route conditions, weather, equipment, etc. It is recommended that students be ready a few minutes ahead of time. If your child/children will not be riding the bus, you may call the driver, Adel Elementary or DeSoto Intermediate Schools. The Adel Elementary and DeSoto Intermediate Schools have direct radio contact with all buses to share necessary information. ***The bus driver is not required to wait for students at a bus stop who are not present at the designated pick-up time.*** Students must wait for the driver's signal before crossing the road to board the bus.

#### **Evening Delivery**

All buses depart from the afternoon mix master at the Adel DeSoto Minburn Middle School/High School complex at approximately 3:45 PM. The return time is an approximate time that may vary with route conditions, weather, equipment, etc. ***Students must wait for the driver's signal before crossing the road after departing the bus.***

#### **Bus Passes**

Parents must send a written note or may make a direct contact with the office of the Principal for their child if the parents want their child to ride a bus other than their regular route bus, and when non-bus students desire to ride a route bus. A written note or direct contact is required when a regular route student wishes to board or depart the route bus at a location other than their regular boarding or departure location. Without this authorization for a change regarding the boarding or departure from the bus, the bus driver will follow the prior arrangement as scheduled. A non-bus student will not be permitted to ride by the driver unless proper notification is provided to the driver.

#### **Bus Radio System**

Each school bus is equipped with a radio system. If there is a need to make contact with a child on a bus or to notify the bus driver that a child will not be riding the bus to school, please call the school office where your child attends.

#### **Bus Video Cameras**

The Adel DeSoto Minburn Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the



school buses, to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. Parents or guardians will be permitted to view portions of tapes concerning their child.

### **Regulations Regarding Students Riding School Buses**

Those students who ride a bus to school must follow all bus rules. The rules and procedures used for violations follow. Please review these bus rules. The primary responsibility for the bus driver is to drive the bus in a safe and courteous manner. Students can assist the driver in achieving this goal by cooperating fully with the regulations listed below:

1. Students are to take a seat immediately upon entering the bus and remain seated while the bus is in motion.
2. Students may talk with normal tones. Loud and/or vulgar language is not acceptable.
3. Students' books and other personal property must be properly stored either on their laps or under their seat. The center aisle shall be clear at all times.
4. Students should assist in keeping the bus clean. Foods such as candy, gum, pop, etc. should not be eaten on the bus.
5. No action, which might distract the driver from driving the bus in a safe manner on the road, will be tolerated.
6. Students will be held responsible and liable for any damage they may do to any part of the bus.

Students must be ready to board the bus at the designated time. The bus cannot wait for those students who are late. The above regulations apply to all students riding regular bus routes, shuttle routes, and all activity trips. Violations of the above regulations by any student(s) will be reported to the individual student's parents, transportation director and/or principal. Repeated violations by the student(s) may result in temporary or permanent suspension of bus-riding privileges for the student(s).

### **Administrative Procedure Concerning Bus Conduct**

Generally, school administrators will adhere to the following sequence of events if a serious incident involving a child or children occurs on the bus while it is transporting youngsters.

Drivers, like teachers, are expected to handle routine discipline problems through the use of verbal reprimand, seating charts, parental contact, etc. The following guidelines will be used.

- a. 1<sup>st</sup> Offense: Warning: The driver will talk with the student to try to correct the problems, and a warning notice will be sent home.
- b. 2<sup>nd</sup> Offense: The Transportation Director and/or Principal will be contacted about the student's misconduct, and the student may choose to be suspended from riding for all uses for 3 days, or do 1 positive thing for someone.
- c. 3<sup>rd</sup> Offense: The student will be removed from all buses for 5 days, or do 2 positive things, for 2 different people.
- d. 4<sup>th</sup> Offense: The student will be removed from all buses for 10 days, or do 3 positive things, for 3 different people.
- e. 5<sup>th</sup> Offense: The student may be considered for permanent removal from all buses.



It is the responsibility of the Superintendent or the Building Principal to make the final decision and/or recommendation to the ADM School Board as to how the child is to be disciplined. The seriousness of an offense may prescribe that the outlined process be set aside and more severe consequences be applied.

### **Breakfast/Lunch Program**

Because we feel that breakfast is such an important part of a child's nutrition, the Adel DeSoto Minburn School District will be offering a breakfast program on the days when school is in session. Breakfast will be served in all buildings between 8:00 and 8:10 A.M. Breakfast menus will be made available with school lunch menus.

Guidelines for qualifications for free or reduced rates apply for both lunch and breakfast tickets. Forms may be obtained in the building office. Exceptions are made when students are from the same family (for example: brother and sister).

Our lunch program provides nutritional and sufficient food at the lowest possible cost. The lunch menu is published in the monthly newsletter. All students are expected to eat lunch either at school or home. Students may bring a cold lunch from home and milk tickets are available for purchase. No pop is allowed in the lunchroom according to Dept. of Education guidelines. If you wish for your child to eat lunch other than at school, the student must have a note from the parent giving written permission. The note must be given to the teacher and will be approved in the office. All of the schools in the ADM District use a computerized breakfast and lunch ticket system. Each student will have their own individual account and will be the only one able to use that account. Students may deposit any amount of money in the account and will be notified when the account is running low. Money needs to be deposited into the account before lunchtime, not in the lunch line. Please try to keep up with your child's balance and do not let it get behind. If parents or guests want to visit at lunch time it is very helpful if they have the correct amount for one lunch with them and do not use their child's account. The buying of two lunches by one child is prohibited.

### **Breakfast Guidelines**

1. Breakfast students are to come into the building NO EARLIER THAN 8:00 A.M.
2. After eating, students will be dismissed to the classroom or playground.

### **Lunchroom Guidelines**

We have high expectations for all of our students. Good manners in the lunchroom are apart of these expectations.

1. Students will wait quietly in the lunch line.
2. The person in charge of the lunchroom will instruct each student as to where they should sit.
3. It is expected that each student use good table manners as a courtesy to everyone in the lunchroom. This includes no playing with the food on their trays and using their straws in an appropriate manner.
4. Students should remain seated. If they need to get the attention of the lunchroom person, they are to raise their hands.
5. Students are not allowed to trade food.
6. Students will listen to and follow directions.



## **OTHER RULES AND REGULATIONS**

### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **Flag Salute, National Anthem and Pledge**

A student shall not be forced to participate in the Pledge of Allegiance, singing of the National Anthem, or saluting of the flag. Recognizing the fact that a student has a responsibility to demonstrate a proper respect for his/her country and its flags, a student choosing **not** to participate shall either sit or stand, remaining respectfully silent at all times.

### **Care of School Property**

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

### **Books/Textbooks**

All schoolbooks must be returned at the end of the school year. Students are responsible for their textbooks, library books, etc. and will be charged accordingly for lost books, for the abuse of textbooks, and other materials. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. Replacement costs and penalties for damages will be determined by the office and collected by the classroom teachers.

### **Student Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.



A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense has occurred or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has reasonable grounds that the search will produce evidence of the violation.

Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections may be conducted periodically throughout the school year. Inspections are conducted in the presence of the student or another person. These inspections are generally for the purpose of insuring that lockers are clean and well kept.

### **Inappropriate Items at School**

Students may not possess radios, televisions, water guns, toys, CD players, MP3 players/iPods, video games, beepers, weapons, and other similar items on school grounds or at school activities. The items will be taken away from the students and returned at a later date. Cell phones are to be turned off and kept in the student's backpack while at school. If a student uses an electronic reader at school, they are asked to have their teacher store the device during non-reading times. These devices are to be used for reading and could be asked to remain at home if they are used for other purposes.

### **Student Property at School**

Students who bring items to school assume all risks associated with their action. Students should not be encouraged to bring personal items to school unless the items are related to specific classroom activities. If a staff member feels that an item or items a student has brought to school is inappropriate or potentially dangerous to the individual student or another person, that staff member may take that item or items from the student. The item or items in contention, especially if it might be potentially dangerous to the student or another person, will be brought to the attention of the principal.

An inappropriate or potentially dangerous item or items will be either destroyed or returned to the student's parent or guardian. Disciplinary action, if any is necessary, will be determined in an appropriate manner and time.

### **Bicycles**

Students may ride their bicycles to school. Bicycles are to be walked when on the school property. All bicycles are to be parked in the bicycle rack area. Students are to park their bicycles immediately upon arriving on the school grounds. No loitering is allowed near the bicycle rack. The school district is not responsible for students riding to or from school, and assumes no responsibility for bicycles on the school grounds.

### **Roller Blades and Skateboards**

Students may not use roller blades and/or skateboards on the school grounds during school hours. Exception: an approved activity in Physical Education class.

### **Gum and Candy**

Gum and candy should be left at home. Students are not allowed to bring gum and candy to school.



## **Selling Items At School**

**Students or staff members are not permitted to solicit or sell merchandise to other students or staff members at school.**

## **Room Parties, Treats, and Party Invitations**

Fall, Winter, and Spring parties are held at various times throughout the year. Parents who do not want their child to participate in these parties should notify their child's teacher or the principal's office. A written request is preferred.

Treats for students have been part of recognizing a student's birthday at school for many years. We realize this is an individual preference type of activity and some students do this while others do not.

Students are welcome to bring water to school in a water bottle that fully seals to prevent classroom spills. We ask families to refrain from adding flavor packets the water as the color causes staining on carpeted areas.

Distributing party invitations at school creates problems because of who is and who is not invited. **Party invitations will not be distributed at school.**

## **Posting of Information**

All flyers distributed to students or staff must receive approval from the Office of the Superintendent. Please allow ample time for your flyer to be processed. Please provide a link or email an electronic version of your flyer to Debbie Stiles at [dstiles@adm.k12.ia.us](mailto:dstiles@adm.k12.ia.us) to receive approval. If your flyer is not available online, we will host it for you. It will remain for approximately one month. Flyers will be posted on the first business day of every month, September through May. Hard copies of flyers may be sent to the Administration Center for distribution to each building, so long as they are separated and marked with each building's name. These hard copies will be made available for voluntary pick up in the office area.

## **Religion-Based Exclusion from School Program**

The ADM Community School Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. If the principal grants an exemption, s/he will designate an alternative activity or study for the student. In notifying the principal, the parents shall abide by the following:

- \* The notice shall be in writing.
- \* The objection shall be based on religious beliefs.
- \* The objection shall state which activities or studies violate their religious beliefs.
- \* The objection shall state a proposed alternate activity or study.



## ACTIVITIES

### Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the Principal's office during assemblies.

### Field Trips

A field trip is a learning activity which takes children from their regular meeting place for the purpose of seeing or doing something to further specific skills and understanding. The teacher plans and is responsible for the activities involved in a field trip.

Due to the cost of providing such events parents will be given an opportunity to donate money to a field trip fund. Making a donation to field trips is an option for families. Donations will be used to offset some of the cost of field trips at the elementary level.

A parent permission form for all field trips off school grounds will be shared at the beginning of the school year for parents to sign and return to school. Parents are requested to sign this form granting permission for their child to participate in field trips off school grounds throughout the school year with prior notification being supplied by their child's teacher.

Field trips will begin and end at school and will be scheduled during regular school hours if possible. Before each field trip the teacher will send home basic information regarding that particular experience. Children who are not permitted to participate in the field trip will remain at school under the direction of another teacher.

The only children that go on our field trips are students that attend Adel DeSoto Minburn. Parents are asked to come and attend field trips as chaperones for our students as space is permitted on the bus.

### Activity/Field Trip Bus

The school district may sponsor an activity/field trip bus to transport students to school activities. Riding on the activity/field trip bus is a privilege that can be taken away.

Students who ride an activity/field trip bus must ride to and from the event on the bus. Students ride home on the activity/field trip bus unless prior arrangements have been made with the principal or the student's parent personally appear and request to transport the student home.

### School Pictures

Class and individual pictures are taken yearly. Parents will be notified of the time pictures will be scheduled. Information regarding the cost of the pictures and other details will be sent home. The purchasing of pictures is entirely the parent's option and no effort will be made by the school to encourage the parent's option. **School pictures will be taken on September 10, 2013.**



## **NOTICES**

### **Abuse of Students by District Employees**

If a student, parent or other person with knowledge believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, s/he may file a complaint with the designated investigator. As directed by Chapter 102 of the Iowa Administrative Code, the Adel DeSoto Minburn Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. It shall be the responsibility of the superintendent to annually identify a designated investigator at the September board meeting. The superintendent shall also designate annually an alternate designated investigator, preferable of the opposite sex of the designated investigator, to whom reports may also be made.

The names and telephone numbers of the designated investigator and the alternate investigator shall be included in employee handbooks, student handbooks, and be prominently displayed in all school buildings.

Categories of abuse are the following:

1. Physical abuse causing non-accidental physical injury subject to certain exceptions.
2. Sexual abuse: inappropriate, intentional sexual behavior, sexual harassment or certain statutory sexual offenses.

The designated investigator for the abuse of a student by a district employee is Darcy Simpson, 515-993-5805. The level two investigator is Jim McNeil, Adel Chief of Police, 515-993-4525. The alternate investigator is Greg Dufoe, Superintendent of Schools, 515-993-4283.

Complaints reported to a designated investigator shall be handled in a timely manner. The designated investigator determines whether the complaint is founded, unfounded or in certain cases defers to law enforcement. If a complaint is founded, it proceeds to level 2. Complaints against licensed employees alleging physical or sexual abuse, which are founded at level 2 or by law enforcement, or are otherwise admitted, result in complaints with the Iowa Board of Educational Examiners.

### **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property or premises, property within the jurisdiction of the school district or school owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **Enrollment Regulations**

Children in the school district community will be allowed to enroll in the school district's regular educational program at age five (5). The child must be age five (5) on or prior to September 15th to participate in the school district's kindergarten program. The child must be age six (6) on or prior to September 15th to begin the first grade of the educational program. The board of education may exclude a child under age six (6) under certain conditions.



## **Nondiscrimination Statement**

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. 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: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

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: Nancy Gee, 801 Nile Kinnick Drive South, Adel, Iowa 50003, 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

## **Harassment, Bullying, Initiations, and Hazing Policy**

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal: and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when, and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

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



- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

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

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

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

It is the policy of the Adel DeSoto Minburn Community Schools to maintain a learning and working environment that is free from harassment/bullying. No student or employee of the district shall be subjected to harassment/bullying.

Additional reference to Board Policy 403.6 (Harassment) is made as supplementary to this concern. The grievance procedure for harassment is found in student handbooks.

### **ADM Community Resources:**

- Ambulance/Fire/Law Enforcement: 911 or 515-993-4567
- Crisis Intervention and Advocacy Center (24 hour crisis line): 515-993-4095, 1-800-400-4884, 1-800-550-0004 (Spanish speaking number)
- Child Abuse/Neglect: 1-800-652-9516
- Dallas County Hospital: 515-465-3547
- YESS (Project Safe Place...provides immediate help and confidential help for ages 11-17 and their families): 515-243-7499
- Teen Line (When you just aren't sure who to talk to, teen line can help confidentially): 1-800-443-8336
- Youth Law Hotline: 1-800-728-1172
- Monte Keller, School Resource Officer: 515-993-4584 (ADM High School) or 515-993-6723 (Adel Police Office)
- Sexual Abuse/Assault Toll Free Youth Support line: 1-800-443-8836
- West Central Mental Health: 515-993-4535
- Hawk-I Health - online application - <http://www.hawk-i.org/>
- Iowa Legal Aid - <http://www.iowalegalaid.org/ia/homepage.html>



## Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the Adel DeSoto Minburn Community School District encourages homeless children and youth to enroll in school. For information, please contact the Superintendent's Office, 801 Nile Kinnick Drive, South, Adel, Iowa 50003. Phone number: 515-993-4283.

## Human Growth and Development

The Adel DeSoto Minburn Community School District has identified Human Growth and Development curriculum objectives that are infused throughout the curriculum. Every grade and subject level has an outline of the objectives addressed. Parents/guardians may examine this outline and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics. Please contact your building principal if you have concerns.

## Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the state of Iowa should be aware of the following dates: **March 1** - Last date for regular open enrollment requests for the next school year. **September 1** - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the up coming school year. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the Superintendent's office. Phone: 515-993-4283.

## Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Adel DeSoto Minburn School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system. If there are questions, please feel free to contact the building principal.

## Student Directory Information

The Adel DeSoto Minburn Community School District and/or principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: *NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PHOTOGRAPH AND LIKENESS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.*

Parents who do not want their child's directory information to be released and/or published must notify their principal in writing no later than September 15th of the school year.



## Student Records Policy

The Adel DeSoto Minburn Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to the following types of records: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school that s/he is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each building is listed below:

Adel Elementary	Ms. Carole Erickson	515-993-4285
DeSoto Intermediate	Mrs. Jodi Banse	515-834-2424
ADM 6-8 Middle School	Mrs. Kim Timmerman	515-993-3490
ADM High School	Mr. Lee Griebel	515-993-4584

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. Other school officials, including teachers, determined to have legitimate educational interest in the information;
2. Another school where the student seeks or intends to enroll;
3. Specified government officials for audit or evaluation purposes (e.g., DE or ADA officials, CPAs, state auditor);
4. Appropriate parties in connection with financial aid to a student to enable the student to attend an education institution;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. Juvenile justice authorities under the terms of Iowa Code section 280.25;
8. Appropriate officials in case of health and safety emergencies;
9. Parents of dependent students as defined in the IRS Code;
10. Pursuant to court order.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to:



### **Waiver of Student Fees**

A student whose family meets the income guidelines for free or reduced price lunch or other applicable income standards is eligible to have his/her student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the Superintendent's Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.



**Adel DeSoto Minburn School District  
Medication Authorization Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Date From \_\_\_\_\_ TO \_\_\_\_\_

The medication needs to be furnished by parent or guardian in original container by the manufacturer or with pharmacy label if it is a prescription. This request must be signed by parent or guardian to authorize giving the medication during school hours.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

My child has Asthma and he/she is trained to use his/her medication and will carry it with them. In order for a student to self-administer medication for asthma or any airway constricting disease:

1) Parent/guardian provides signed and dated authorization for medication to be self-administered.

2) Physician provides written authorization containing:

-Purpose of the medication

-Prescribed dosage

-Times or circumstances under which the medication is to be administered

-Contradictions or side effects

3) The school district or accredited nonpublic school shall notify the parent or guardian of the student, in writing, that the school district or accredited nonpublic and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student. A school district or accredited nonpublic school and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication as defined in this section or for supervising, monitoring, or interfering with a student's self-administration of medication as defined by section 280.16 of on the Iowa Code.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

Please fill out above Medication Authorization Form above and obtain Physician signature below to allow student to self-administer medication for asthma or other airway constricting disease.

\_\_\_\_\_  
Medication

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Route

\_\_\_\_\_  
Purpose of Medication and Instructions

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date



## HARASSMENT COMPLAINT FORM

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

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

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

Name of alleged harasser \_\_\_\_\_

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

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

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

Evidence of harassment, 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 \_\_\_\_\_

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS