



# **MNW Elementary Student Handbook 2010-11**

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# Manson Northwest Webster Elementary Staff

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### **Kindergarten**

Tricia Larson  
Jo Schipull

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### **Second Grade**

Annie Schreier  
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### **Third Grade**

Jan Nelson  
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### **Fourth Grade**

Elaine Merritt  
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### **Fifth/Sixth**

Janine Lynch  
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Becky Norman

### **Associates**

Judy Besch, Janet Dahlke, Mary Fitzgerald, Sandy Hokinson, Teresa Hood, Bess Diemel, Betty Abrahamson, Julie Walstrom, Karin Nicholson, Kim Pierson, Donna Ulrich, Sally Van Houten, Jeannie Zehr

### **Title I/Reading Recovery**

Janis Waller  
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### **Library**

Mary Musselman  
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### **Music**

Instrumental/Vocal - Brad Bleam

### **Art**

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### **Physical Education**

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### **Resource Room**

Sara Bedelov  
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### **Food Service**

Jeanne Krebs, Linda Anderson, Linda Paterson, Lori Peters, Arlean Joslin

### **Talented and Gifted (TAG)**

Jenny Larson

### **Secretary**

Erin Schroeder

### **Nurse**

Delaine Warnke  
Kim Neumann

### **Guidance**

Pam Bleam

Welcome to the MNW Elementary School. We enjoy working and learning with your children and are committed to helping them grow through the many educational opportunities offered at our school.

This handbook was compiled to build communication and establish a career understanding of services we offer and the expectations and procedures of the elementary school. Please take a moment to read and become familiar with the handbook. The Manson Northwest Webster School Board Policies are also available for your viewing at any of the school offices.

The focus of the Manson Northwest Webster Elementary School is to raise student achievement through research-based instructional strategies. At MNW Elementary, a flexible grouping model offers the students more opportunity to learn at their instructional level by using Guided Reading and Word Journeys, a spelling/decoding program. The staff is involved in on-going professional development and we are striving to provide a positive learning environment for all students.

We encourage you to visit the school and your child's classroom, volunteer your time, and contact the school with questions or concerns. As parents, you play a valuable role in providing a school of excellence, and we look forward to a challenging and rewarding school year.

## **Attendance**

Elementary students need to be present for the development of academic, physical and social skills. Please take note of the following attendance points:

- The school should be notified no later than 8:45 each morning if your child will not be in attendance. If the school does not receive notification by this time, they will begin to call the numbers on the emergency notification card to make sure that your child is safe and accounted for. This is an important but timely use of school time, so please make sure to make that call early.
- If your child will be absent for an extended period of time due to extenuating circumstances, please let the school know as soon as possible to plan accordingly.
- The school will send out letters to parents after your child has been absent 6 days and then again after 12 days. If your child has missed more than 12, the school will contact the parents to set up an attendance plan.
- Make attendance the highest priority in your home. If, however, your child is ill, specifically if he/she has a fever and can pass illness on to others, your child should be resting at home or with a caregiver. If your child has a chronic disorder and it affects his/her attendance, the school will, of course, work with parents and doctors to provide the support necessary for learning.
- Please make every attempt to schedule all medical appointments after school or on early dismissal dates. Early dismissals are listed on the calendar at the beginning of this handbook. Remember, students need to be in attendance all day every day to allow for the strongest foundation for middle and high school and beyond.
- Students are expected to be in attendance from 8:25-3:10. Students will be marked tardy if they arrive after 8:25, but before 8:45. If the student arrives between 8:45-11:30 the student will be marked ½ day absent. Time missed after that will be marked as a full day. If a student leaves between 2:45-3:10, the student will be marked as tardy.

## **Arrival and Dismissal**

School hours are 8:25 to 3:10. At the end of the school day, shuttle students are dismissed at 3:10, town students at 3:15, and rural students at approximately 3:20.

In poor weather, elementary shuttle bus students will be able to wait in the central office area. Town students will be dismissed from the buses to go directly home.

## **Vehicles:**

- There will be designated temporary parking in front of the school. At no time should parents park directly in front of the elementary building as it hampers the flow of traffic. Please park in the designated parking spots.
- Preschool pickup and drop-off will be directly behind the preschool classroom.
- Handicap parking is available in front of the office.

## **Walkers:**

- Plan the safest route to and from school.
- Discuss walking across the streets, at crosswalks and street corners.
- Encourage your children to come home immediately after school.
- Empathize never talking to strangers or getting into a car with a stranger.
- Preschoolers who walk to and from school are to be accompanied by an adult.
- Bicycles:
  - Bike riders are not to ride their bikes directly in front of the school building during school hours.
  - All bicycles are to be parked in the stands on the northwest side of the elementary school.

## **Bus Riders:**

### **Policy No. 702.7**

Students utilizing school transportation shall conduct themselves in an orderly manner with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Students utilizing school transportation shall conduct themselves in an orderly manner with mutual respect and consideration for the rights of the school vehicle driver and the other passengers.

Students who fail to behave in an orderly manner will be subject to disciplinary measures.

Please call 1-800-Bus-Ride or 712-469-2691 if your child is not riding for the day, stops riding for the rest of the year, has moved, or if you have questions or concerns.

### **Bus Discipline Procedure**

Any behavior which distracts the driver is a very serious hazard to the safe operation of a school bus, and as such jeopardizes the safety of all passengers. Therefore, the bus is considered an extension of the classroom, and all rules of behavior and conduct apply to students on the bus as well as in the school. Students who violate bus safety rules will be subject to all forms of disciplinary action available to the principal up to and including suspension from riding the bus, and suspension from school.

Riders who damage seats or other equipment may be required to reimburse the school district for the cost of the repairs or replacement.

The driver, sponsor, and chaperone(s) are to follow school district policies, rules and regulations for student violations.

### **Cancellation, Delay, or Early Dismissal of School**

The regular school schedule is changed only when a real or potential safety risk exists. If school is cancelled, delayed, or dismissed early due to weather conditions or other emergency situations, announcements are made on local radio stations. Please check the weather on questionable days and listen to the following radio or television stations for announcements.

KKEZ 94FM Fort Dodge

KWMT 54 AM Fort Dodge

KVFD 1400AM Fort Dodge

KCCI TV 8 Des Moines

KTLB 105.9 FM Twin Lakes

KUEL 92 FM Fort Dodge

WHO TV 13 Des Moines

Please inform your child where he/she should go if an early out should occur due to bad weather. Students will be sent to the destinations indicated on the Emergency Dismissal Form unless the school received an alternate directive from the parent. It is very important to inform the school office whenever your student emergency information changes.

If school is cancelled or dismissed early, all activities after school are cancelled.

### **Classroom Management/Student Conduct**

As educators and parents it is our job to teach children to become caring and responsible, productive citizens. At MNW Elementary, it is our goal to maintain an excellent classroom learning environment and to help children develop self-control, patience, recognition of the rights of others as well as developing positive character traits. It is also our goal to help children understand the effects of a poor choice and the opportunity to have a fresh start.

It is our vision to establish an environment which:

- \* Allows the student to know that the adults care about how they behave
- \* Focuses on the child's positive behaviors
- \* Uses positive reinforcement first
- \* Helps the child know the consequences of their behavior and understands that it is his/her choice to receive them
- \* Involves the parents early if a concern develops
- \* Involves the principal if the problem persists

Classroom rules are established by each teacher in their own classroom. These rules shall be appropriate school expectations that are impartial and fair to all students. They shall be posted in the classroom and shared with students, parents and school administration. When minor infractions occur, staff members are responsible for dealing with the problem quickly and logically.

## **School wide Rules**

### **Hallway**

1. Follow directions the first time.
2. Walk.
3. Keep voice at a low level, respecting other people's needs to listen and study.
4. Carry books, equipment, and other materials in an appropriate manner.
5. Keep hands, feet and objects to yourself.

### **Playground**

1. Follow directions the first time.
2. Use equipment safely and in an appropriate manner.
3. When the bell rings, STOP play and come to the building, lining up quietly outside the doorway.
4. Play fair, respecting other students' spaces and feelings.
5. Use appropriate language and settle disagreements without fighting or name calling.

### **Cafeteria**

1. Follow directions the first time.
2. Keep hands, feet, and objects to yourself.
3. Use inside voices.
4. Walk at all times.
5. Sharing of food is not allowed.

### **Office Referral**

It is our goal to be firm, fair and consistent with our students. Sometimes, it is necessary for a student to be referred to the principal's office for negative behavior. We consider the following to be examples of offenses which would lead to this type of referral:

- \* Disrespect or disobedience to any authorized adult in the school setting
- \* Behavior that keeps the student and/or the class from learning
- \* Fighting
- \* Vandalism
- \* Spoken or written obscene or suggestive behavior or language
- \* Possession, sale, use, or promotion of alcoholic beverages, tobacco, or other illegal substance.

**Possible consequences are:**

- \* Verbal reprimand/warning with student making apology and/or restitution where appropriate.
- \* Loss of privileges (such as recess with the group)
- \* Parental contact
- \* Time Out
- \* Completion of behavior essay or reflection
- \* Detention
- \* Suspension/Expulsion
- \* Referral to an outside agency

Consequences will be determined based upon the facts, the circumstances surrounding the incident, and the student's discipline 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 and parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

**Clothing (Dressing for the Weather)**

Students should wear comfortable clothes and shoes for active participation in gym class and recess at school. During cold weather, students need to wear warm coats, snow pants, gloves or mittens and something warm for their heads. Boots may be required depending upon the condition of the playground areas. Please take a moment in the morning to check your child's attire.

- \* Shirt tops must overlap bottoms
- \* Shorts will fully cover "fannies" when bending and playing
- \* No underclothing may show
- \* No suggestive or inappropriate logos (e.g. cigarettes, alcohol, language etc.)
- \* No oversized muscle shirts
- \* No open backs or halter tops
- \* Straps must be wide enough to keep the top portion of tanks high and unrevealing
- \* For safety reasons, flip flops are discouraged, especially in the lower grades.

Students are encouraged to have an extra inexpensive pair of non-marking tennis shoes for gym class. Cleats are not permitted.

**Communication****Conferences:**

Parent-Teacher conferences are scheduled twice a year. This year fall conferences will be held during the week of November 1<sup>st</sup> and spring conferences will be held the week of February 21<sup>st</sup>. Notices will be sent home to schedule a convenient time for parents/guardians to discuss student progress. Teachers providing special assistance or programs are also available during conferences. Students are welcome to attend the conferences to gain more ownership of their learning and to further develop a sense of responsibility. At any time during the school year, parents are welcome to schedule an additional time to speak privately with a teacher.

**Daily Communication:**

Students in grades 1-6 are provided Daily Planners to assist in organizing learning and communications. Please check your child's planner daily and initial it when you have completed reviewing the day's notes and assignments.

**E-mail:**

You are welcome to discuss student concerns through e-mail. Please note that on some days service may not be available within our building, or teachers may be busy and unable to check their e-mails until later in the day. Please call the office with information pertaining to absences or changes in dismissal plans.

MNW now has the capacity to send important new information, reminders and school closing updates through group e-mails. If you are not already a part of this contact group, please make sure to send-e-mail/bring your e-mail address to the school and it will be added. You are welcome to add more than one site if so desired.

**Newsletter:**

The district newsletter, which will keep the district informed of special activities, athletic events, district concerns, etc., will switch to on-line delivery starting the fall of 2010-11. Newsletters will be available on the school website every other month throughout the year. It will also be sent electronically to parents who have signed up for the group e-mail through the elementary office.

**Open House Night:**

Thursday, August 19 students are asked to bring their supplies and visit the school with their parent or guardian. This is an opportunity to become familiar with the elementary building, the teacher and classroom, peers, the guidance counselor and the principal.

**School Calendar:**

The school calendar is posted on the web-site and is updated monthly. It is also sent home in each school newsletter.

**Website:**

Please check the district web page at [www.manson-nw.k12.ia.us](http://www.manson-nw.k12.ia.us) for additional district or building information.

**Concerns**

If you have concerns regarding a situation at school, you are urged to follow this procedure:

Step 1: Contact your child's teacher to discuss the problem and possible solutions.

Step 2: If the concern is not resolved, request a conference with the principal.

Step 3: If the concern is not resolved, request a conference with the superintendent.

**Health and Screenings**

The school nurse monitors the dispensing of medications and a variety of health concerns including the review of immunizations, screenings, and the implementation of health plans.

If a student shows signs of illness or fever while at school, parents are contacted and the student is sent home.

Vision and hearing screenings are conducted yearly for students in kindergarten through grade 4. Parents are contacted if a concern is noted.

### **Homework/Independent Study**

Teachers assign homework as an opportunity for students to practice skills learned during the school day. Students may be expected to complete 15 to 30 minutes of homework. If the homework is not completed as expected, students may be asked to stay in during recess or after school. Parents will be contacted in advance if students are expected to stay after school. Please visit with the classroom teacher if your child is not completing homework within a reasonable time. Accommodations may be considered if a student is not successfully completing homework as assigned.

### **Information Forms**

At the beginning of every school year, parents complete an emergency form with the office providing the pertinent information. Please notify the school immediately if during the school year you have a change of address, phone number, employment, custodial rights, or care provider. It is very important, for emergency and notification reason, that up-to-date information on every student be available in the school office.

If you have a personal situation limiting adult access to your child, please inform the school with copies of the court order. Without a court order, we will assume both parents have equal rights to have contact with the child.

### **Meal Program**

Hot lunch and the breakfast program are available for all students-rural, shuttle, and town.

School begins when all students have eaten breakfast.

Cost information is available at registration or by calling the school office. Application forms for free and reduced lunches are available at registration or in the office during the school year.

Parents/guardians may deposit funds into one lunch account for students in the elementary, middle school, and high school. Students may charge a meal but school personnel will contact parents through reminders and phone calls if the account does not have a positive balance.

Parents are welcome to eat with their children. Do not bring special lunch (i.e. McDonalds, pizza, etc.) for you and your child. Students may bring cold lunch to school. Milk may be purchased with cash or through the student's hot lunch account. Please do not send soda pop or candy with cold lunches.

### **Parent-Teacher Organization**

The elementary parent-teacher organization supports the school through fund-raisers and special events and activities. All parents and guardians are welcome to attend. Information concerning upcoming meetings or events is sent home with the students, advertised in the newsletter or sent by group e-mail.

### **Parties**

Students may bring treats for their birthday. We request treats be simple and nutritious.

Prepackaged treats are encouraged. Please notify the school if you prefer that your child not participate in holiday parties or birthdays.

Parties (Outside the School Setting)

Invitations handed out at school need to include all the boys, all the girls, or all the students in the class. Invitations not including all the children will be returned home for parents to phone, mail or deliver. Only businesses/ organizations that are providing a service to our elementary students will be allowed to send invitations home with our students. Ex: Community Park leagues, etc.

## **Pets**

Permission must be obtained from the teacher and principal before any pet is brought to school. If permission is given, an adult must bring the animal to school, show it to the class, and then take it home. Pets must have rabies vaccinations before being brought to school.

## **Postings/Handouts of Information**

Students or adults wishing to post or distribute information or signs need administrative approval.

## **Recess**

Please dress your child appropriately for outdoor recess. Students usually go outside for fresh air and exercise. Students may stay indoors at recess time if it is raining or the temperature outside is colder than 5 degrees Fahrenheit (-10 degrees Celsius) including wind chill. Shortened outdoor recesses may be scheduled on very cold days.

Students are expected to play outdoors unless they have a medical excuse. Students are better prepared to learn if they are physically active at recess.

Students are encouraged to leave their toys and equipment at home rather than bringing them to school. In all cases, the school accepts no responsibility for lost or broken items. Collector cards are not allowed at school.

## **Searches**

Searches of desks or lockers may be conducted without prior notice periodically throughout the school year. Students will be present during the inspection of their desk or locker. Searches of student property, including bags, folders, purses, wallets, pockets, and coats may be conducted by the principal or a designee having reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, are stolen or may cause harm to self or others. Parents will be notified by the administration if the student is in possession of any such materials and possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

## **Snacks at School**

Preschool students are supplied milk through a grant. Preschool and kindergarten students have a cracker and milk snack during the day. The milk expense will be deducted from the student's hot lunch account. Kindergarten parents on free and reduced lunches will need to provide a minimal fund to cover the cost of the afternoon milk. Please notify the school if your child will not be drinking afternoon milk. Water is provided as a replacement. Treats are limited to parties, birthdays, and special occasions or celebrations.

Students may bring water bottles to school to help with tolerating the heat. If a parent would like to request permission for a water bottle due to illness, they should send a note or e-mail the teacher explaining the situation and request the water bottle. No pop, sports drinks, fruit drinks or flavored water is permitted.

## **Photographs**

Individual student photographs are taken in the fall. Detailed information concerning the prepaid packages is sent home prior to the scheduled "Picture Day". Class composites are distributed to all students.

### **Telephone**

The office telephone is for school business and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to visit another child's home after school. Parents are asked to help students plan ahead for after-school activities to avoid unnecessary phone calls at school. Cell phones are discouraged. If the student must have a cell phone for parent communication the phone must be off and remain in the school bag until the end of the day. Cell phones may not be out on a bus.

### **Standardized Testing**

Standardized tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

### **District Wide Assessments**

**MAP Test – Grades 2-11:** The MAP test is given in the fall and in the spring of the year to look at student growth and give teachers information about students' strengths and weaknesses. The data is useful for making instructional decisions.

**ITBS/ITED – Grades 3-11:** The ITBS/ITED are standardized tests. They are the assessment the state uses to meet reporting requirements of the state and federal government. These results are also used to look at student achievement and set annual goals. Starting in the fall of 2010, these tests will be given in the fall of the year.

### **Basic Reading Inventory (BRI) – Grades K-6**

The BRI is given 3 times per year to monitor growth in reading comprehension and to help teachers make instructional decisions.

### **DIBELS – Grades K-2**

The DIBELS test is given 3 times per year to monitor early reading progress and to help teachers make instructional decisions.

Assessments are routinely administered to provide information helpful in meeting student needs. Testing is a regular part of the school experience. Students should be encouraged to do their best and take the task seriously. Parents can assist by supporting their child's efforts and by providing adequate rest and a healthy breakfast.

### **Visitors and Guests**

The elementary school encourages parents/guardians to visit their child's classroom or join them for hot lunch. This is an opportunity to learn more about your child's school day. Please report to the office for a visitor's badge before going to the classroom. Remember to sign in and out at the office.

Visitations are usually more profitable after the third week of school in the fall and prior to the last three weeks in the spring. To make your visit a worthwhile experience, we suggest you contact the teacher to check the classroom schedule. If you wish to conference with the teacher, please arrange for a time or day to visit privately. Please do not bring preschool age children during the visit.

If you have clothing, materials, or a cold lunch to deliver to the school, please check-in at the office.

### **Visitors (Students)**

Special permission is given at the administrator's discretion. Visiting students will be sent home if they create any distraction or disturbance to the educational setting.

### **Electronic Devices**

Students may not bring cell phones, walkmans, laser printers, game boys and other similar items to school unless they have received prior permission. If such items are brought to school without permission, they will be confiscated and returned to the student or parent at a later date. The school discourages students bringing any valued property to school as the teachers cannot be responsible for its care.

### **Volunteer Program**

Volunteers are welcome at the elementary. Please visit with the administrator to determine placement and to discuss confidentiality. Volunteers are welcome to assist in the day to day operation of the school by:

- \* Listening to students read
- \* Providing assistance with math and reading skills
- \* Help in the library
- \* Being a guest speaker
- \* Assisting with classroom plays, projects or assignments
- \* Providing extra supervision during fields trips or outdoor events
- \* Developing hands-on learning activities
- \* Assisting in the cafeteria
- \* Providing specific care for individuals or groups of students

### **Support Programs and Services**

The Manson Northwest Webster Elementary School offers support programs and services for students needing extra assistance or an enriched curriculum to further their academic success. If you are interested in learning more about any of the following programs, feel free to contact the elementary principal or classroom teachers.

### **AEA Services:**

Prairie Lakes AEA 8 provides a variety of instructional support services to the Manson Northwest Webster School District. For more information on these services please contact Prairie Lake AEA website.

### **Art, Physical Education, Vocal Music, and Library:**

A variety of programs are provided to enrich the student learning experience. Students meet with the instructors on alternating days.

### **RTI Team:**

The RTI team consists of the building administrator, the counselor, At-Risk, Title I, teacher representatives from the lower and upper grades, the special education teacher, and AEA representative. If a child demonstrates an emotional, social, or academic need, the team or a mini-team may meet with the classroom teacher to create interventions to address the concern. If the concerns continue, parents/guardians of the identified student are invited to attend a Building Assistance Team meeting.

**Preschool:**

Children, three or four years of age on or before September 15 are welcome to attend the Manson Northwest Webster Preschool "Cougar Cubs," located within the elementary building. The preschool meets September through May. Students must be 5 years of age on or before Sept. 15 to be eligible for the Optional Kindergarten program.

In the fall of 2010, the MNW preschool will be cost free for our parents. This will be possible because of the Statewide Voluntary Preschool Grant that was awarded to MNW. Scholarships through Linking Families and Communities are now available for eligible students in the three-year-old preschool program. Information on the MNW preschool can be found on the school website or by contacting the elementary office.

**Special Education (IEP):**

Students may need additional assistance through Special Education Services. Parents and the school work closely with the Area Education Association (AEA) to meet qualifying criteria and to provide special education services.

**Elementary Guidance:**

Classroom experiences, small groups, and individual counseling sessions are available to assist students with character growth and development.

**At-Risk Reading and Mathematics:**

The elementary offers a targeted assistance program for eligible students to receive additional instruction in meeting math and reading performance standards. Strategies used in this program may include a pullout program and/or in-classroom support.

The following criterion determines eligibility: teacher recommendations, students' assessment data, and the approval of the RTI Team.

**Skills Iowa**

Skills Iowa is a support program used by MNW that provides two web-based learning tools to students in grade 3-8 in 95 school districts. The Assessment Center is a formative assessment tool for reading comprehension, mathematics and language arts. Skills Tutor, provides on-line tutorials to remediate students' basic skills. This program is available for school and home use. If you would like more information on how to obtain a password, please contact the elementary office. [www.skillsiowa.org](http://www.skillsiowa.org)

**Reading Recovery:**

The Reading Recovery program offers identified first grade students the opportunity to receive an intensive reading assistance program. Students may be monitored for further support. Students are selected to receive Reading Recovery assistance through the following criteria:

- \* Spring kindergarten assessment
- \* Kindergarten teacher's recommendation
- \* First grade assessment (Observation Survey)
- \* First grade teacher's recommendations

**Optional Kindergarten:**

This early childhood program serves children whose skill development would be best met in a half day program between preschool and kindergarten. Students must be 5 years of age on or before Sept. 15 to be eligible for the program.

### **Title I Reading:**

Identified students are provided small group reading support beyond the classroom instruction. The selection process for Title I students includes the following:

- \* Students who do not discontinue from Reading Recovery
- \* Classroom teacher recommendations
- \* Basic Reading Inventory including a writing and spelling probe
- \* ITBS scores

### **Talented and Gifted Program:**

The Talented and Gifted program provides an enriched learning experience for identified students. The following criterion is considered for determining eligibility:

#### **Step 1**

##### **Screenings**

\* The process will begin each spring with screening the total school population, grades 3-6, to identify potential talented and gifted students. This will be accomplished through the review of cumulative records to screen students for a pattern of strengths according to the following criteria:

\* Iowa Test of Basic Skills composite score of 90% or above (Iowa Norm). An analysis of other sub-tests that might be 90% or above will be studied for further consideration in placing the students into the nomination pool.

- Teacher recommendation
- Other student assessment data (ex. MAP, BRI, etc.)
- Approval of RTI Team

#### **Step 2**

##### **Nomination**

\* The process will continue by evaluating all available information to make decisions on which individuals should be considered for further assessment. This information is placed on the student profile sheet. Parents are informed of their child's nomination.

#### **Step 3**

##### **Placement**

\* Finally, the above objective and subjective data for each child is evaluated. Decisions are made as to whether placement into the talented and gifted program would be beneficial to the child.

K-2 eligibility for TAG is determined by teacher recommendation, student assessment data, and the approval of the RTI Team.

### **Anti-Bullying/Harassment Policy – Board Policy 105**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of other

students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.

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

Approved: 10-18-93

Reviewed: 4-17-96

Revised: 1-24-08

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials

and a copy shall be made to any person at the central administrative office at 1227 16<sup>th</sup> St., Manson, IA 50563.