

## **FORWARD**

The purpose of the Anita Elementary Handbook is to help the parents and children understand many of the basic day to day routines. It is also hoped the handbook will provide general information to help new children feel very comfortable in our school system.

The handbook has been written to follow the policies of the Anita Board of Education.

It is hoped each parent and student will read through the Anita Elementary Handbook to continue to provide a good working relationship between the school, parents, and children. Working together to achieve the best education possible for the students is our common goal.

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**ANITA ELEMENTARY SCHOOL STAFF  
2007-2008**

**Administration:**

Superintendent/Elementary Principal  
Jr./Sr. High Principal

Mr. John Brazell  
Mr. Dominic Giegerich

**Teaching Staff:**

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Resource & MSCI  
Title I Reading & Title I Math  
K-5 Guidance Counselor/TAG  
Physical Education  
Vocal Music/Instrumental Music  
Art  
STW/Grant Writer/Reading  
Computer Coordinator  
Keyboarding Coordinator

Mrs. Helen Zimmerman  
Mrs. Rebecca Peach  
Ms. Jackie Anderson  
Mrs. Kathy Kuempel  
Mrs. Mary Strong  
Mrs. Michelle Harris  
Mrs. Becky Pelzer  
Mrs. Jeanne Jackson  
Mr. Bill Foulkes  
Mr. Franklin Dea  
Miss Jody Rudolph  
Miss Martha Hatfield  
Mrs. Kay Stork  
Mr. Rex Mehrhoff  
Mrs. Beverly Johnson

**Support Staff:**

Elementary Administrative Secretary  
Elementary Librarian/Teacher Associate/Student Council  
Elementary Head Custodian  
Elementary Associate Custodian  
Head Cook  
Elementary Associate Cook  
Paraeducator  
Paraeducator  
Paraeducator

Mrs. Kay Hansen  
Mrs. Lana' Wessling  
Mr. Kenneth Harrison  
Mrs. Lisa Wittrock Elementary  
Mrs. Becky Stephenson  
Mrs. Kimberly Wendt  
Mrs. Alvina Thelen  
Mrs. Jodi Irlmeier  
Mr. Tom Chambers

**CAM CALENDAR**  
2007-2008

# ANITA ELEMENTARY SUPPLIES LIST

## LABEL EVERYTHING WITH YOUR CHILD'S NAME

**Kindergarten: (Please Label Things)**

Crayons - 2 boxes of eight only  
 Pencils - 2 regular sized  
 Pocket Folders - 2  
 Glue Sticks - 4  
 Scissors - blunt point  
 Rug or Mat or Pillow - NO sleeping bags  
 Plastic Pencil Box  
 Book Bag  
 Large Boxes of Kleenex - 2

**First Grade: (Please Label Things)**

Pointed Scissors  
 SPIRAL Notebook-ONLY wide lined  
 Box of Crayons-NO larger than 24 crayons  
 Box of Kleenex -2  
 Pencils - 6 - #2  
 Eraser  
 Glue stick ONLY  
 Book Bag  
 Pencil Box  
 Box of Snack Baggies - 1  
 Pocket Folders - 4  
 12" Ruler - inches & metric  
**NO MARKERS / NO PENCIL SHARPENERS**

**Second Grade: (Please Label Things)**

Pencils - 6 - #2  
 Pencil Box  
 Eraser  
 Crayons  
**Pointed** Scissors  
 Glue - NO glitter glue  
 Checking Pen  
 Pocket Folders - 4  
 Book Bag to Carry Papers Home  
 Large Boxes of Kleenex For Room - 2 (One Per Semester)  
 12 Inch Ruler - inches & metric  
 Wide Lined Notebook-NO looseleaf paper  
 Box of Ziplock Sandwich Bags  
**NO MARKERS**

**Third Grade: (Please Label Things)**

Pencils - 6 - #2  
 Eraser  
 Pencil Box  
 Crayons  
 NO markers  
**POINTED** Scissors  
 Glue Sticks - 1 large or 2 small  
 SPIRAL Notebook-70 page (WIDE ruled only) -1  
 Pocket Folders - 4  
 12" Ruler - **inches & metric**  
 Checking Pens - 2  
 Large Boxes of Kleenex - 2  
 WIDE-lined Loose Leaf Paper  
 Book Bag to Carry Papers Home  
**NO TRAPPER KEEPERS (Storage is limited)**

**Fourth Grade: (Please Label Things)**

Pencils - #2 & Eraser  
 Wide-lined Paper  
 Notebooks -one for journal - 2  
 Colored Pencils & Crayons  
 Pen  
 Glue-2 small glue sticks or 1 large glue stick  
 Pointed Scissors  
 Book Bag or Folder to Carry Papers Home  
 Magic Markers - if desired  
 Large Boxes of Kleenex for Room - 2  
 Colored Pocket Folders - 5  
 Ruler -inches & metric  
**NO TRAPPER KEEPERS (Storage is limited)**

**Fifth Grade: (Please Label Things)**

10 x 13 Manilla envelopes - 2  
 Highlighters  
 Ruler - inches & metrics  
 Glue - bottle & 3 glue sticks  
 Pencils-#2 -40 for whole year & 2 large erasers  
 Red Checking Pens  
 Scissors  
 Large Box of Kleenex for Room  
 Colored Pencils & Markers  
 Spiral Notebooks - 70 pages each - 3  
 Book Bag  
 Folders -3  
 Roll of 35 mm. Film for Memory Book - 1  
 or Disposable Camera  
 Loose Leaf Paper  
 Bookcovers - 4 (optional)

**ART:**

**PUT IN A ZIPPERED PLASTIC BAG  
 TO BE USED ONLY IN THE ART ROOM.**  
 Box of Crayons  
 Pencils - 2 sharpened  
 Eraser

## **Letter to Parents**

Dear Anita Elementary School Parents:

I would like to welcome you to the Anita Elementary School and invite you to visit your child's classroom. We recognize that parents are the child's first teacher(s) and that in order for your child to receive the best education possible, we must work together. Therefore, we encourage you to become a part of the education process.

The ultimate purpose of this handbook is to assist both the student and parent in becoming acquainted with Anita Elementary. This information has been prepared and presented so that it will be of value in helping you to adjust to our school and to become an integral part of it.

Our school welcomes you and hopes you and your child(ren) will follow the rules and regulations of this handbook. Anita is extremely proud of its academic tradition and the achievements of its students. Be proud of your school and conscious of its traditions and requirements.

Sincerely,

John T. Brazell  
Superintendent/Elementary Principal

## **ANITA ELEMENTARY SCHOOL PHILOSOPHY**

It is the general philosophy of the Anita School to meet the needs, interests, and abilities of each student enrolled in our school. We believe that each student should achieve a high degree of competence in relation to their innate capacity in the basic skills. We believe the staff should guide them and provide them with training and experiences that will make them a well adjusted, productive member of society. Students will be given opportunities to plan and execute their work through the careful guidance of the staff. This technique stresses the importance of helping students to become self-sufficient in being able to recognize problems, to learn how and where to find information concerning them, and to establish the habits and attitudes which will make possible the solution of each problem.

The school will strive to provide the best possible education for each individual student. Having a positive attitude and developing a good self-concept is highly desirable. By identifying individual capabilities and expanding on them, students will become successful.

It is highly desirable that each student work toward the goal of self-discipline. It is also desired that each student recognize and appreciate individual differences. We would expect our students to understand, to respect, and to accept the need for authority in society and the group.

In summary, we would hope the students would have a pride in and appreciation for, gaining an education in our school system.

# **ANITA COMMUNITY SCHOOL**

## **District Focus**

**"Learn and Succeed"**

## **District Standards**

The school in partnership with the community will promote maximum student achievement.

The school will actively promote a safe and positive learning environment that encourages individual and social responsibility.

## **DAILY SCHEDULE**

(Morning Supervision Begins at 7:50)

7:50 - 8:00	At School
8:00 - 8:20	Breakfast For Students
8:20 -	Students Go To Classroom For Class To Begin
9:45 - 10:00	K-2 Recess
10:00 - 10:15	3-4 Recess
11:15 - 12:50	Lunch and Noon Recess
1:45 - 2:00	K-2 Recess
2:00 - 2:15	3-4 Recess
3:27 -	Student Dismissal for K-5

## **ATTENDANCE**

Regular attendance is very important for children to gain all the knowledge possible at school.

Absence and tardiness are to be avoided whenever possible. When they are necessary, please notify the teacher ahead of time, call the school the morning of the absence or tardiness, or write a note to the teacher when the student returns to class. If students are absent or tardy, and no prior word has been given, the school will call the parent or emergency contact to confirm the student's absence. Your call can help us a great deal.

If an emergency arises that will require the student to be out of school, please make arrangements for the student's schooling by contacting the teacher. You may call the school 24 hours and leave voice mail at 762-3343.

If a student is not in school between 8:20 to 10:00 A.M., they will be counted as tardy. If a student is absent yet at 10:00, they will be counted absent for 1/2 day. Students in school less than two hours in the afternoon will be counted as 1/2 day absent.

## **LEAVING THE SCHOOL**

Anytime a student is to be picked up by someone other than the parents or go to another person's house, a note must be written to the teacher. We can't allow students to leave the school with unauthorized persons. If your child is to go to another person's house to stay or for a club or group meeting, the teacher needs to be informed.

## **BAD WEATHER**

In case of bad weather, radio stations KJAN, KMA, and KSOM will announce the school closing.

If the weather gets bad during the school day, the radio station will be notified. If special arrangements are necessary for your child, just send a general note in October or November and we can follow the instructions. It is very difficult to use the phone during these situations, so let us know ahead of time.

## **RECESS AND PLAYGROUND INFORMATION**

Students are expected to participate in recesses. Ten to fifteen minutes of fresh air will invigorate most students when properly dressed. Classroom teachers are responsible for recess duty, therefore, they are often not available in their room. If the weather is too inclement to go out, the recess will be held in the gym or in the room.

K-4 students will have one supervised morning and afternoon recess on the days when they do not have physical education. All students will have a noon recess. K-4 students will have an afternoon recess. Adult supervision will be provided for each of these recesses. Students playing on the playground at other times will not be supervised by the school. No one will be allowed to play on the playground without supervision during the 8:00-3:30 school day.

Rules for safe play:

1. No fighting, wrestling or roughhousing.
2. No tackle football or related body contact games.
3. No throwing of snow any place on the playground.

4. Children should wear boots and other protective garments during inclement weather or they will not be allowed to play in the snow.
5. Skateboards and skates are treated the same as bicycles.
6. Personal items that might be damaged or lost should not be on the playground and are the responsibility of the students.
7. Students are to sit down when swinging and using the slides.
8. Students shouldn't be on top of equipment, such as; parallel ladder, tunnel, slide, swings, etc.

Students must obey the adult supervisor. If balls or other equipment go off the playground, students must ask for and get permission before going after it.

If the rules are not followed, students can lose playground privileges and be stood by the building until ready to follow the rules and play safely. Students may also need to stay under their teacher's supervision if they continually don't play safe.

## **DISCIPLINE POLICY**

Students are expected to conduct themselves within the established rules and accept the responsibility for their behaviors within their individual abilities.

Violation of school rules can result in students being detained at school until 4:00.

Repeated violators can be detained up to an hour after school or Saturday detention. Repeated violations can require a parent conference or a parent, superintendent, and principal conference.

Displays of violent, destructive, or serious disruptive behavior can result in detention, suspension or expulsion.

## **SICKNESS AND EMERGENCY ILLNESS**

If students become sick at school, the parents will be contacted. If the parents are unavailable, the emergency number will be called to gain information. (Please be sure your emergency card is updated, if necessary, and be sure the emergency party knows he/she may be contacted.)

If a student is injured at school, the parents will be notified. If the parents are unavailable, the emergency number will be called. If emergency medical attention is needed, the student will be transported to the proper medical facility to gain care.

## **MEDICATION**

When a child is to receive medication during school hours, parental permission forms are necessary stating drug, dosage and exact times it is to be given the student. When prescription medication is required, proper forms need to be completed by the doctor, in addition to the parental permission form. The doctor form, or the original prescription container, needs to give student name, date prescribed, drug name, dosage, interval dosage, and date after which no administration should be given, the prescribing physician's name, any special storage procedures, and a description of any anticipated reactions. These forms can be obtained in the principal's office. In both instances, medication is to come to school in the original container.

## **COMMUNICABLE DISEASES**

Students with contagious disease are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry, if so designated by the building principal or by the superintendent.

Students will be checked for head lice from time to time to control this contagious disease.

## **STUDENT APPEARANCE**

There is a strong connection between academic performance, students' appearance and student conduct. Inappropriate student appearance or dress may cause 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 are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. 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. Students inappropriately dressed are required to change their clothing.

## **HUMAN GROWTH AND DEVELOPMENT CURRICULUM**

Parents will be informed when human growth and development curriculum is to be used in the classroom. If the parent objects to this exposure, the child may be excused by the principal from the class while the information is being disseminated.

## **504 PLAN**

A 504 Plan may be requested by contacting the principal. A 504 Plan will be provided to students that qualify.

## **STUDENT LUNCH**

Students have the opportunity to participate in the hot lunch program each day. Information to receive free or reduced lunch can be obtained at the principal's or superintendent's office.

Students will each have a computerized food account. Money will be subtracted from the account for each meal, seconds or break milk. If an account is overdrawn, a notice will be sent home once a week. Students need to keep their lunch payments up-to-date, otherwise, seconds and milk break privileges will not be allowed. **If a student's account reaches a negative of \$30.00, they will not be allowed to eat hot lunch until there is funding in their account. Milk accounts will not be allowed to exceed a negative of \$5.00.**

## **STUDENT INSURANCE**

A student insurance medical policy is offered by the school for any family interested in the program. More information can be obtained at the principal's or superintendent's office. The insurance may be purchased for school time coverage or 24 hour coverage. In addition, dental insurance may be purchased for accidental injuries.

## **TRANSPORTATION**

Rural students will be provided bus transportation. The time the bus will pick them up will be available at the annual registration. Students living in the community will be provided transportation at designated bus stops. These bus stops will be designated according to the school population needs.

Any students using the school transportation are to follow the rules and regulations or this privilege may be revoked.

Video cameras may be used on school buses from time to time for the safety of the students. The contents of the video tapes can be used to discipline students.

## **FIELD TRIPS**

Field trips are planned as an extension of the regular classroom. If a field trip is to be taken, each student will be informed. Written permission is necessary for the children to take field trips outside the school district. Parents may be asked to assist in the supervision of the students.

## **CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

## **TELEPHONE**

Students are allowed to use the telephone in emergencies after receiving permission from their teacher or secretary. We also feel prior planning will avoid many student considered emergencies. We recognize parents are busy and don't have time to run to the school with items the students have forgotten. Sometimes a quick checklist for the student of books, shoes, musical instrument, etc., posted near the door, can help jog the memory and avoid unnecessary stress.

## **BICYCLES**

Students are allowed to ride their bicycles to school. A bicycle rack is provided for the bicycles. The students are to park their bicycle in the rack immediately when riding to school and leave them until dismissal time.

## **SCHOOL RULES**

As a general statement, behavior that keeps others from learning, the teacher from teaching, or threatens the safety of others will not be tolerated.

The school rules are designed to provide an atmosphere for learning. Respect of others and proper use of school property are part of that atmosphere.

The expectancies we have of our students are:

1. Students are to be polite and respectful of adults and fellow students.
2. Students are to play in a safe manner so harm will not come to them or others.
3. Students are to use school property properly.
4. Students are to use proper language both in and out of school.
5. Students are not to chew gum in school unless authorized by the teacher for a special occasion.
6. Students are not to have knives, matches, lighters, cigarettes, drugs, alcohol, or other potentially harmful materials at school.
7. A student bringing a gun to school will require parent intervention with possible suspension or expulsion.
8. Playground supervision will change so students are to follow the rules of safe play and obey the supervisor.
9. Areas of play will be changed to give students a wide variety of activity. Students need to make these adjustments.
10. Students are to remain on the school grounds at all times.
11. Students are expected to dress properly. (Bringing a jacket can be much wiser than wishing you had one.)
12. Students are expected to walk while in the building.
13. Students are expected to have their hats off in the building.
14. Students are expected to stay in line while passing from one room to another.

## **STUDENT CONDUCT**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or

chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of others students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **CARE OF SCHOOL PROPERTY**

Students are expected to care for school property as if it were their own. Tearing of pages, defacing books, maliciously marking on furniture or walls may result in community service or the replacing of the destroyed material. There is an expected amount of wear for all material. If students continue to take pride in their school and the physical aspects, the school will be a pleasant place to attend each day. At the present time, we anticipate using most textbooks six or seven years with proper care. If school purchased equipment or materials are misused, a charge will be assessed. If books are lost or destroyed, a replacement cost will be charged to the student.

### **LUNCHROOM COURTESY**

1. Each student will be given a lunch program identification number. The student will need to say that number to the secretary at the end of the food line.
2. All students should use a low voice in the lunch room.
3. Students should eat their own lunch, visiting with only the students close to them.
4. After eating, students are to take care of their silverware, napkins, milk carton, and tray.
5. After eating, the students are to sit using only a low voice until they are excused from the table
6. Food is not to be shared or carried from the lunchroom.
7. Students are not to have pop with their lunch in the lunchroom.

### **PARTIES**

During the year, several parties are held to celebrate traditional holidays. Parents will be contacted to help with the treats for the parties. The parties will be held after the last recess in most rooms. If a child wishes to bring a birthday treat during the year, they

may. The classroom teacher will determine the best time for the treat to be given to the other students.

Because of the school "Wellness Policy," treats are to promote healthy eating. Some suggested snacks would be fruits, vegetables, low fat or fat free milk or drinks of at least 50% juice.

## **PRIVATE PARTIES**

If students are going to have a private party, it is best if the invitations are taken care of outside the school day. It can be very disappointing for a student to have the other students invited to a party and not be invited. To avoid this, have the child call or mail the invitations.

## **CELEBRATING CHILDREN'S SPECIAL DAYS**

Occasionally children are receiving flowers and balloons at school. Our policy is to keep them at the secretary's desk until the end of the day. They are then taken to the room. These gifts get children excited and thinking of things other than education. We would recommend that these items be given at home to prevent these interruptions. We are very willing to share the treats. This is usually done in conjunction with the milk break. The gifts are also very difficult for the students to transport. Your consideration is greatly appreciated.

## **STUDENT EVALUATION**

Report cards will be issued four times during the year. The cards will be given to the parents at the Parent-Teacher Conferences or sent home with the student. At the end of the school year, a note will be sent home to indicate when the report card can be picked up.

## **BASIC SKILLS TESTS**

Basic Skills Tests are given in the spring to grades K-5. Students will be given notices of the exact dates. For best results, students should get plenty of sleep and be encouraged to do their best.

## **SCHOOL ENTRY REQUIREMENTS**

No child shall be admitted to kindergarten unless he/she is five years of age on or before the 15th day of September of the current year or to first grade unless he/she is six years of age by the same date.. All parents and guardians wishing to enroll a child in kindergarten in the fall are encouraged to attend kindergarten round-up during the preceding spring. When entering kindergarten, a birth certificate or other satisfactory evidence of age shall be required of each child entering school in this district for the first time.

Each student enrolled in the district shall have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, roseola, and rubella except under Section 139.3 of the Iowa Code or the rules of the State Department of Health.

## **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, student lockers, desks, or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

## **EXPULSION**

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time, and no later than five days, following the suspension pending hearing. If, for some reason, it is impossible

to hold the hearing within those five days, the student may be granted provisional readmittance to classes until such time as the hearing can be scheduled. Where a student is suspended pending a hearing, the student shall be afforded means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guiltless.

The superintendent or designee shall notify the student and the student's parent(s) or legal guardian(s) of the place and time of the hearing. The notice shall be both oral and in writing and shall include a summary of the specific reason(s) for the consideration of the expulsion of the student. In addition, the student and the student's parent(s) or legal guardian(s) shall be made aware of their right to be represented by counsel and their right to present a defense against the charges and provide either oral testimony or written affidavits or witnesses on the student's behalf. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, the student's parent(s) or guardian(s), and the representatives of the student.

## **VISITING THE SCHOOL**

Parents are welcome to visit the school classroom and experience the educational happenings. Parents are asked to make arrangements with the teacher to determine an appropriate time for a profitable experience. Parents are encouraged to visit during lunch time and eat lunch with us.

Parents should not bring preschool aged children on visitations as it is very distracting to the classroom purpose of education.

Parents are asked not to visit the classroom during the first two weeks of school and the last two weeks of school. This will give the student and teacher time to build a relationship at the beginning of the year. At the end of the year, many non-routine events are taking place. If special problems arise, please feel free to call and discuss these problems.

If students are planning to have a friend visit school, prior permission will be necessary. Bringing other students to school is not encouraged.

**All parents and visitors are asked to stop at the front desk to check in and pick up a visitor's pass.**

## **STUDENT FEES**

Students who are deemed eligible by the free and reduced lunch guidelines will also qualify for a school fee waiver.

## **MULTICULTURAL NONSEXIST POLICY**

It is the policy of the Anita Community School District not to discriminate against any person because of race, national origin, creed, religion, age, marital status, or physical disability. The school follows the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

It is the policy of the district to choose materials to provide students with a variety of life styles of all cultures. The curriculum attempts to give students an understanding of various cultures, in order that they might be prepared for the years to come, as they will be living in a multicultural nation.

## **STUDENT RECORD CONFIDENTIALITY**

The names of the elementary students, grade level, parent's names, telephone numbers, addresses, and date of birth may be released to an individual in person upon request. Any student over the age of eighteen, parent, or guardian, not wanting this information released to the public must make written objection within fifteen days of the date of this publication and within fifteen days of enrollment should enrollment occur after that date to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

## **CAMCORDER**

From time to time parents will bring their camcorder to school to video the classroom activities. If a parent has an objection to classroom videoing, please write the school during the first three weeks of school.

## **OPEN ENROLLMENT**

Students have the option of open enrolling to another school district. This must be done by March 1 of the preceding year. More information and an application are available at the superintendent's office.

## **NEWSLETTER**

Parents who do not receive the monthly newsletter can be put on the mailing list by contacting the Superintendent's Office at 712-762-3231.

## **LEVEL I INVESTIGATOR**

If an abuse charge needs to be filed against an Anita school employee, the Level I investigator should be contacted for the proper forms. The Level I investigator to be contacted is the superintendent of school.

## **STUDENT ASSISTANCE TEAM**

The student assistance team will meet a minimum of once each month to discuss students that are having educational and/or behavioral difficulties. The team will develop some goals for these students to assist the classroom teacher. The team will be made up of resource teacher, classroom teacher, administrator and other people who may provide needed information. If a parent expresses a concern about their child's education, the team will discuss possible interventions to educate the student with the school's available resources.

## **STUDENT COMPLAINTS**

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

If an employee is involved, discuss the complaint with the employee within two school days of the incident;

If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two school days of the employee's response or the incident.

If unsatisfied with the principal's response, talk to the superintendent within two school days of the principal's response;

If unsatisfied with the superintendent's response, students may request to speak to the board within two school days of the superintendent's response. The board determines whether it will address the complaint.

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

### Initiations, Hazing, Bullying or Harassment

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:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - a. Tell a teacher, counselor or principal; and
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - (1) What, when and where it happened;
    - (2) Who was involved;
    - (3) Exactly what was said or what the harasser or bully did;
    - (4) Witnesses to the harassment or bullying;
    - (5) What the student said or did, either at the time or later;
    - (6) How the student felt; and
    - (7) How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial

status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. 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:

1. Verbal, physical or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications; and
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, job, etc; and
4. Demeaning jokes, stories or activities.

# ANITA COMMUNITY SCHOOL

## TITLE I SCHOOLWIDE PROGRAM PLAN AND COMPONENTS

1. By the use of several assessment programs, we have identified the student needs. Students take textbook assessments over each theme to determine their progress. We use curriculum based measurements with the first through fifth grades. This provides current information about individual students in the areas of fluency, vocabulary, math facts, writing, and spelling compared to their peers. The Iowa Test of Basic Skills is used to assess the Anita student progress in comparison to other students in the state and nation. Those students that perform at the 40 percentile or less are considered for Title I assistance in the school-wide program.
2. We have used several strategies to provide school-wide student opportunities. Our teacher-pupil ratio has been reduced in the classroom for reading and math class by the use of the Title I instructors working with small groups, low achieving, and at-risk students both in the classroom and with pull out.
3. All of the instructors in the K-5 elementary building are certified by the State of Iowa to teach elementary students.
4. All of our staff is involved with continued staff development in the areas of reading and math. This staff development is to increase a teacher's effectiveness in the classroom by meeting the needs of all students. The staff has the opportunity to interact with other instructors to exchange professional ideas. The staff development is connected with student needs, professional growth, and is research based. Reading Rescue, a tutorial intervention, was added to the curriculum in 2003-04.
5. We have one elementary school in our district, and we have had a good number of applicants for the available positions. We are trying to work with other school districts to warrant full-time employment when a position comes open.
6. At the present time, we have parents and community members volunteering to listen to children read. Title I teachers have the opportunity to meet with parents twice a year during the Parent-Teacher Conferences. The Title I Program has a parent meeting at the beginning of the school year during the Open House. High school students read with students throughout the school year. Seniors do internships with teachers and assist individual students in reading and math. Students who are in need of more reading assistance are tutored in Reading Rescue.

7. Each year an early childhood clinic is held to identify students and their needs. Families have access to a pre-school program. The Empowerment Program in our county provides for financially needy families so their children can attend the pre-school. The school is involved by getting the information to parents, processing the applications, and monthly claims.

8. The teachers are involved in setting the school goals. The process of reviewing the student achievement scores is used to set a realistic achievement goal for the students. Then the data is reviewed for individuals as well as the group to assist the teacher's plan. To get to this point, instructors must know how to read the data and interpret the information while comparing it to the curriculum that is being taught. Teachers are involved in curriculum writing, review and assessment.

9. To provide effective, timely assistance for the students, we have teachers go to the classroom and work with students as they are being taught. At times, the students are later pulled out of the classroom for additional assistance and re-teaching.

10. The following programs are incorporated into the school-wide program. Low academic students in the school are assisted by the Title I program. Students who qualify for the breakfast and lunch programs participate in the school-wide program. Teachers receive staff development during in-services and WISC. The effective staff development is determined by the student needs and school goals. Southwest Iowa Mental Health is used as a resource to meet student needs. Our teachers work with our community and use as many resources as possible. Each class has an Anita business partner.

The Anita Public Library provides student programs for our students to attend. We participate in the RIF program to distribute reading materials to students three times a year.

**RULES AND REGULATIONS OF THE IOWA STATE  
DEPARTMENT OF HEALTH PERTAINING TO THE CONTROL  
OF COMMUNICABLE DISEASES IN SCHOOL**

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>SYMPTOMS</u>	<u>MINIMUM</u>
<u>ISOLATION</u> Chicken Pox	13-17 Days	Mild symptoms & fever, pocks blistery, have scabs	7 days from onset of pocks
Conjunctivitis	Undetermined		Return when under Dr's. care
Head Lice (Pediculosis)	7 days for eggs to hatch	Lice & nits (eggs) in hair	Return when physician treated
Measles (Red) (Rubeola)	10 days to fever 13-15 to rash	Begins like cold, fever, blotchy red rash	Until rash is gone
Impetigo	4-10 Days	Inflamed sores, with pus	Return when under Drs. treatment
Measles (German) (Rubella)	14-21 Days	Usually mild, enlarged glands in neck & behind ears, brief rash	Until rash is gone. Keep away from pregnant women
Mumps	12-26 Days	Fever, swelling & tenderness of glands at angle of jaw	Until swelling is gone (Approx. 9 days)
Ringworm	10-14 Days	Scaly patch, usually ring shaped on scalp	Return when under Drs. treatment
Scabies	3 days-3 weeks	Tiny burrows in skin caused by mites	Return when under Drs. treatment
Scarlet Fever	1-3 Days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face)	Until rash is gone, 24 hours after antibiotics
Whooping Cough	7-10 Days	Head cold, slight fever, cough characteristic whoop after about 2 weeks	Until readmitted by Dr.
Polimyelitis	7-12 Days	Fever, vomiting, headache, stiff neck	Until readmitted by Dr.
Meningitis (meningococcus)	2-10 Days	Headache, nausea, pain in back, stiff neck, fever	Until readmitted by Dr.
Small Pox	7-16 Days	Headache, fever, backache, blister like outbreak	Until readmitted by Dr.
Diphtheria	2-5 Days	Sore throat, greyish membrane in throat (a serious illness)	Until readmitted by Dr.
Infectious Hepatitis	Variable 15-20 (avg. 25 days)	Headache, abdominal pains, nausea, vomiting. Usually fever, skin & eyes may or may not turn yellow	Until readmitted by Dr.