

ODEBOLT-
ARTHUR

PRESCHOOL
HANDBOOK

2017-2018

Central Office Administration

Terry Kenealy -- tkenealy@oabcig.org – Superintendent of OA-BCIG Schools
Mistaya Hoefling -- mhoefling@oabcig.org – Curriculum Director – OA-BCIG Schools

Kathy Leonard –kleonard@oabcig.org -- Board Secretary/Business Manager

Building Administration

Doug Mogensen-- dmogensen@oabcig.org – OA Elementary
Doug Mogensen-- dmogensen@oabcig.org – OA-BCIG Middle School
Alan Henderson -- ahenderson@oabcig.org – BCIG Elementary
Patrick Miller -- pmiller@oabcig.org – OA-BCIG High School

District Nurse

Tiffany Lindberg

District Maintenance

Roger Walter

District Transportation

Kim Bleckwehl -- Transportation Director
Kevin Weber -- Vehicle Service Technician

Boards of Education

<u>OA Board</u>	<u>BCIG Board</u>
Joey Hoefling - President	Stephanie Konradi- President
Brad Lundell – VP	Tony Bennet- VP
Pat Hoefling	Crystal Endrulat
Stacy Raasch	Ryan Goodman
Ryan Schroeder	Myra Meek
	Danika Hinkeldey
	Jeff Rasmussen

BCIG Elementary: 403 Barnes Street, Ida Grove, Iowa 51445 (712-364-2360)
O-A Elementary: 600 S Maple, Odebolt, Iowa 51458 (712-668-2827)
OA-BCIG Middle School: 600 S Maple, Odebolt, Iowa 51458 (712-668-2827)
OA-BCIG High School: 900 John Montgomery Drive, Ida Grove, Iowa 51445 (712-364-3371)

Contents

OA-BCIG DISTRICT HANDBOOK INFORMATION	6
INTRODUCTION	6
BCIG MISSION STATEMENT	6
OA MISSION STATEMENT	6
RESPONSIBILITIES of PARENT AND STUDENT	6
ACCIDENT INSURANCE	7
ACCESS TO STUDENT RECORDS	7
ASBESTOS HAZARD EMERGENCY RESPONSE ACT	7
ATTENDANCE	8
BUS RULES	8
MINOR INFRACTIONS:	8
MAJOR INFRACTIONS	8
TRANSPORTATION TO/FROM OUT-OF-TOWN EVENTS	9
CHANGE OF ADDRESS	9
CHILD ABUSE REPORTING	9
CHILD CUSTODY	9
CHURCH NIGHT/FAMILY NIGHT	9
CITIZEN FEEDBACK FORM	9
CRISIS PLAN	10
DRESS CODE (Board Policy 502.1)	10
DISTRIBUTION OF MATERIALS Board Policy 903.5	10
EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY	13
GUIDANCE SERVICES	13
HEALTH INFORMATION	13
COMMUNICABLE DISEASES	14
Dental Screening	14
First Aid	14
Head Lice	14
ILLNESS AND INJURY	14
IMMUNIZATION CERTIFICATES	14
Initiations, Hazing, Bullying or Harassment	15
INTERNET	16
INTERVIEWS WITH STUDENTS, INVESTIGATIONS	17
MULTICULTURAL, NONSEXIST EDUCATION	18
MIGRANT COORDINATOR-	18
SCHOOL CANCELLATION OR CLOSING	18
SCHOOL PRIDE AND SCHOOL SPIRIT	19
SEARCH AND SEIZURE	19
SMOKE FREE ENVIRONMENT	20
STUDENT CONDUCT INFORMATION	20
DUE PROCESS RIGHTS-STUDENTS	20
EXPULSION PROCEDURE	20
LEAVING THE BUILDING	21
PROFANITY/OBSCENE GESTURES	21
STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS	21
SUSPENSION PROCEDURES	21
In-school	21

SUSPENDABLE VIOLATIONS	22
WEAPONS	22
STUDENT RECORDS	23
TRANSFERS IN/OUT OF DISTRICT.....	23
VALUABLES	24
WELLNESS.....	24
Welcome to Preschool.....	26
O-A Early Childhood Philosophy:	26
Supervision:	26
Transportation:.....	26
Dropping Off and Picking up Students:	27
Classroom Curriculum:.....	27
Creative Curriculum Standards:.....	27
The School Day:	28
4 Year-old Preschool.....	28
AK- Preschool	28
Late Start Schedule.....	28
Early Out Schedule	28
In-Service Days	28
Tuition and Snack/ Fees	28
Health Guidelines	29
Illness/Injury	29
Child Abuse:.....	30
Accident Insurance:	30
Screenings:	31
Dental Screenings:	31
<u>Administration of Medication:</u>	31
<u>School Nurse:</u>	31
<u>Head Lice:.....</u>	32
Communicable Diseases:.....	32
<u>Illnesses and Injury:.....</u>	32
<u>First Aid:.....</u>	32
<u>Flu Update:.....</u>	33
Immunization Certificate:	33
<u>Outside Health Procedures:</u>	33
Water Play:.....	33
<u>Cleaning Procedures:</u>	34
Pets or Animals in the Classroom:	34
<u>Toilet Training:.....</u>	34
Absences:	35
Recess Policy.....	35
<u>Birthdays:.....</u>	35

Parties:	36
Clothes:	36
Parent Involvement:	36
MULTICULTURAL, NONSEXIST EDUCATION	36
The Affirmative Action Coordinators:.....	37
EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY	37
ASBESTOS HAZARD EMERGENCY RESPONSE ACT.....	38
EMERGENCY PROCEDURES.....	38
SCHOOL PRIDE AND SCHOOL SPIRIT	39
WELLNESS POLICY:.....	39
Pre-School Parent Verification Form:.....	40

OA-BCIG DISTRICT HANDBOOK INFORMATION

INTRODUCTION

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of O-A and BCIG School Districts. Such rules and regulations apply to all students in the school districts, regardless of the age of the individual student. Rules and regulations are designed to help guide us so that we may be successful in all that we do. Each of you is responsible for knowing the contents of this manual.

As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improvements.

We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook, or any other part of our school programs, please contact us. Best wishes for the coming year.

BCIG MISSION STATEMENT

We will do everything possible to ensure that everyone in the BCIG community becomes the best that he/she can be.

OA MISSION STATEMENT

As an agent of the community and society, the Odebolt-Arthur School's purpose is to provide an environment where all persons shall develop life skills by learning to learn.

RESPONSIBILITIES of PARENT AND STUDENT

1. The parents/guardians of each child bear the primary responsibility for the development and maintenance of acceptable behavior on the part of their child.
2. In a school setting, it is the responsibility of school personnel to assist the parents by:
 - a. Organizing to provide an opportunity for student self-control and self-direction
 - b. Organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority
 - c. Taking reasonable actions to develop and maintain appropriate student behavior whenever students are at school sponsored activities
 - d. Communicating and cooperating with parents/guardians in the development of plans and procedures to influence behavior in a positive direction
 - e. Exercising an awareness of the influence of school personnel on young people
3. In a school setting, it is the responsibility of the students:
 - a. To attend school daily, except when excused, and to be on time to all classes and other school functions
 - b. To pursue and attempt to complete the course of study prescribed by the state and local school authorities
 - c. To make necessary arrangements for making up work when absent from school
 - d. To assist the school staff in running a safe school for all students, staff and visitors
 - e. To be aware of all school rules and regulations and conduct themselves in accordance with them
 - f. To be aware of and comply with state and local laws
 - g. To recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems
 - h. To protect and take care of the school's property and to respect the property of others
 - i. To dress and groom to meet reasonable standards of safety, health and decency
 - j. To express oneself in a manner that is not offensive, slanderous, or demeaning to others

ACCIDENT INSURANCE

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee covers an accident to and from school, on school grounds, during school-sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The O-A and BCIG School Districts are not liable for injuries to pupils, nor can they pay medical costs for accidents that occur in athletic contests on school premises, or on the way to and from school. Dental insurance is also available to any student who would wish to purchase this type of insurance.

There can be no refund of insurance fees for a student who moves away. The policy will transfer to the new attendance center.

ACCESS TO STUDENT RECORDS

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. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state & local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state/federal law.
6. Organizations that process & evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Inspection of our schools for asbestos has been completed as a continuing plan toward compliance with the Asbestos Hazard Emergency Response Act (AHERA), a law passed in Congress in 1986. Ames Environmental was the consultant chosen to do the work. Subsequent re-inspections have been completed by Iowa Environmental Services of Wes Des Moines.

Our asbestos coordinator also inspects for asbestos twice a year.

AHERA regulations require all K-12 schools to be inspected for asbestos-containing materials. Please be assured that during inspections, every precaution is made to ensure that asbestos fibers will not be released into the air. Warning labels are also placed adjacent to those sampling sites located in routine maintenance areas, where asbestos was most frequently used. Classrooms are inspected after school hours. Only those areas students do not occupy are inspected during the school day. This should in no way disrupt daily classroom activities.

A management plan is written based on laboratory findings and inspection reports. The management plan outlines our school's intent in controlling and abating any asbestos-containing materials. The asbestos management plan is available for inspection at all attendance centers. In the past, asbestos was used extensively in the United States in building materials for its insulating and fire retarding capabilities. The primary concern arises when these materials begin to deteriorate or become damaged. We will keep you informed about inspection results and update you periodically regarding our compliance process. Please make an effort to education your children about this process and assure them it is safe. If you have any questions about the inspection, feel free to talk to the superintendent or asbestos coordinator.

Should you have any questions about AHERA or asbestos in general, please feel free to call the office of the superintendent of schools at 364-3687, or 668-2289.

ATTENDANCE

OA-BCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school.

Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced.

Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors.

It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children.

A complete record of absences and tardies is kept as part of the student's permanent record. It is usually one of the first items an employer asks about.

BUS RULES

Because of the importance of bus safety and the primary job of the bus driver to operate his/her bus, students will be expected to behave in an appropriate manner while using school transportation.

Students found to be in violation of prohibited behaviors shall be addressed in the following manner:

MINOR INFRACTIONS:

1. Bus drivers may give verbal warnings to student, speak with the student's parent, or speak with the student's principal in an informal effort to change the student's behavior. This step is not required.
2. First Offense: Bus drivers will use a school-approved form to communicate to the principal the nature of the student's offense. The form is given to the student's principal and the principal meets with the student, calls the student's parent/guardian, and sends the form home with the student to be signed by the parent/guardian. If the form is not signed on the next occasion the student rides the bus, bus privileges will not be offered.
3. Second Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for three to five (3-5) days.
4. Third Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for seven to ten (7-10) days.
5. Fourth Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for the remainder of the semester or fifteen (15) days; whichever is longer.

MAJOR INFRACTIONS

In the case of a major infraction of the school bus behavior rules, the principal may move immediately to the guidelines for a **second, third or fourth** offense and suspend bus-riding privileges.

Discipline for misbehavior on a school bus does not preclude other forms of discipline for that same misbehavior, such as in-school disciplinary measures or good conduct eligibility suspension.

NOTE: No animals are permitted on any bus. Also, no items are to be taken on a bus larger than what you can carry on your lap. This does not include band instruments.

TRANSPORTATION TO/FROM OUT-OF-TOWN EVENTS

The school provides transportation to out-of-town school events. All participating students will leave by bus or other school vehicles, and will be returned to the school. The sponsoring teacher or coach will take roll. Students shall go to and/or return from an activity by bus or school approved vehicle unless prior approval is obtained from the coach, sponsor, and/or principal.

If a student utilizes school transportation to an interscholastic event, the student will use school transportation unless either of the following conditions is met:

- At the conclusion of the event, a student may travel with their parents (and only their parents) if the parent gets permission from the sponsor. Travel with anyone other than a parent, requires prior approval from the building level principal.
- A student may travel to an event with a parent, or someone other than his or her parent, only with prior approval from the building level principal.

CHANGE OF ADDRESS

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the O-A and BCIG Districts.

CHILD ABUSE REPORTING

Iowa law provides for a process of reporting cases of child abuse by school employees. This abuse should be reported to school officials. The O-A and BCIG School Districts have appointed the following individuals:

Level One— Alan Henderson – 364-2360 or Julie Staley – 364-2360
O-A Principal -- 668-2289 or Counselor – 668-2289

If satisfaction is not received, the following person should be contacted:

Level Two— Ida County Sheriff, 364-3146
Sac County Sheriff, 662-7127

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

CHURCH NIGHT/FAMILY NIGHT

Wednesday night is designated a church/family night. Activities scheduled after school will be completed by 6:00 p.m. There will be NO Middle School practice after school. The only exception would be if an agency or group outside of school schedules tournaments or meetings. All students should be out of the building by 6:00 p.m.

CITIZEN FEEDBACK FORM

Differences of opinion and/or complaints are bound to occur. It is highly recommended that such complaints be resolved at the lowest level.

Whenever a citizen expresses a complaint to a board member about the action of any employee, the citizen will first be informed of the citizen feedback form, which is available in any of the offices in the District. The citizen will also be directed to first discuss the matter with the employee about whom the complaint is being made. The citizen will be advised that if the complaint is not resolved at that level, the immediate supervisor should be consulted, moving up the ladder to the superintendent, then the Board, should it be necessary.

An anonymous complaint and any complaint that is not submitted in writing on the Citizen's Feedback Form shall not be considered by the Board in any manner. **Form can be found at the end of this handbook.**

CRISIS PLAN

Each building maintains a Crisis Plan.

DRESS CODE (Board Policy 502.1)

An individual's dress and grooming have a substantial effect upon his/her performance either in school or on the job. The well-groomed student is prone toward better schoolwork and behavior. The dress code applies to any and all classes at any site.

Any worn item that distracts from or disturbs the educational process is prohibited. Students who are not dressed properly may be sent home to change. Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate.

Shirts/tops are expected to cover the torso of the body. Undergarments should not be visible at any time during the school day. Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but not limited to this. The administration reserves the right to judge what is appropriate. Students will either change, or be given a different shirt/shorts to wear if they are in violation.

DISTRIBUTION OF MATERIALS Board Policy 903.5

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

I. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the

proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
 2. "Minor" means any person under the age of eighteen.
 3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
 4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
 7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.
- V. Disciplinary action.
Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.
- VI. Notice of policy to students.

EMERGENCY PROCEDURES

The building principal and staff will evaluate all emergency procedures. The principal's office will

document all drills and any comments. Any student who is hearing or physically impaired, or who otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY

It is the policy of the *Odebolt Arthur and Battle Creek-Ida Grove School Districts* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

Doug Mogensen
O-A Elementary Principal
600 South Maple Street
Odebolt IA 51458
[712-668-2827](tel:712-668-2827)
[Email: dmogensen@oabcig.org](mailto:dmogensen@oabcig.org)

Alan Henderson
BCIG Elementary Principal
403 Barnes Street
Ida Grove IA 51445
[712-364-2360](tel:712-364-2360)
ahenderson@oabcig.org

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The Affirmative Action Coordinator for both districts:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

GUIDANCE SERVICES

Most students will have reason to visit the counselor several times during the year in regard to routine matters. Each student is encouraged to see the counselor to become acquainted with occupational and educational resources, to discuss matters of personal concern, or to explore career opportunities.

HEALTH INFORMATION

Administration of Medication:

Some students may need prescription and non-prescription medication. Medication shall be administered when the student's parent or guardian completes the medication authorization from requesting medication administration at school. The medication is to be in the original labeled container either as dispensed or in the manufacturer's container. The school nurse, or in the nurse's absence, the person who has successfully completed a medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building where the student attends.

The elementary and middle school will have antibiotic ointment and anti-itch ointment if needed. The elementary and middle school will also have jr. strength acetaminophen for students 6-12 and extra strength acetaminophen for students over 12 administered per manufacturer's directions, if needed for the occasional head or body aches if parental consent is on file. If a student regularly

needs school provided medication, ointments, or cough drops the school may request that their own supply be brought to school.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so, and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

Dental Screening

Students enrolling for the first time, Kindergarten or transfer students, and 9th grade students shall submit an Iowa Department of Public Health Certificate of Dental Screening. Kindergarten and K-8th transfer student certificates may be completed by a dentist, dental hygienist, doctor, ARNP, PA or specially trained RN. 9th grade screening certificates can only be completed by dentist or dental hygienist. Exemption from this requirement may be allowed for religious or financial hardship reasons. The student must provide a valid certificate of exemption to be exempt.

First Aid

It is the policy of the O-A and BCIG districts, in case of a serious accident or medical emergency, to have the school administer any necessary first aid. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

Head Lice

Head Lice are tiny insects that can be found on the head and neck. Lice are spread most commonly by close person-to-person contact, and less frequently by clothing or hair care items. Lice move by crawling, they CANNOT hop or fly. Lice can affect anybody, personal hygiene or cleanliness has nothing to do with getting head lice. Head lice are not known to spread disease.

If lice are found during school, the parent or guardian will be contacted. ~~Parents will be asked to pick up the student to begin treatment.~~ Treatment information will be sent home with the student. Exposure notices will be sent home with students in the identified class. ~~The student will not be allowed to return to school until treatment has been started and proof of treatment is presented to the school. An example would be the box or empty bottle of treatment shampoo.~~

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parent or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified.

IMMUNIZATION CERTIFICATES

Students enrolling for the first time in the school shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

Screenings:

As

available from the school or AEA, Vision, Hearing, Height, and Weight screenings will be provided for your child for free. If you do not want your child to participate in these free screenings please call the school building where your child attends.

School Nurse:

The school nurse is a health resource available to students and their families. The nurse is available to assist in managing and coordinating the health care needs of the students and ensure state health requirements are met.

Homeless Students

The State of Iowa asks all school districts to address the issue of homeless families. Each district designates a person on staff to be the coordinator of this program.

The O-A and BCIG School Districts are interested in meeting the educational needs of all students. Recognizing that not every student has the benefit of a secure home, the district will make every effort in the identification of the homeless student and accepts the responsibility for providing the homeless student all services and assistance including but not limited to compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented pupils, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

The first step is making sure that homeless or near-homeless students are identified so that helping programs can be put into place. If you know of any homeless families or near-homeless families that live in the O-A and BCIG School Districts or would like some clarification on the states' definition of a homeless or near-homeless family, please contact the school. All information will be kept confidential as we are only trying to better serve the students who may be in this situation. Your cooperation will be greatly appreciated.

Should you have questions, or seek assistance, in reference to our homeless policy, please feel free to call the office of Alan Henderson, BCIG Elementary Principal 712-364-2306.

HUMAN GROWTH AND DEVELOPMENT

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use. This will include the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources, prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternative activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. If you wish to view the material prior to presentation to students, please contact the building level principal.

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. There is an official form to fill out for those students who wish to file a complaint with the district. The forms can be obtained from any building office.

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

- 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 or explicit threats.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

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.

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 bullying responded.

INTERNET

Guidelines to Student Internet Access at OA-BCIG

The O-A and BCIG Districts are offering our students Internet access. It will be offered to each of you when you return the consent form signed. If you do not return the signed form, if you have other school forms not turned in, or your parent/guardian indicate that they do not want you to access the Internet, then your access will be denied.

You should be aware that the Internet was designed as an open environment in which almost anyone with access can post whatever they want, and have done just that. A majority of the sites

available are highly respectable and of value from a research point of view, which is why we are making this tool available. We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites. We do expect that the students of OA-BCIG will hold themselves to a higher standard of conduct and use their Internet access for an educational research tool. With that in mind, the following guidelines are being set down and they may be amended as the need arises:

1. The use of the network is a privilege and may be taken away due to violation of board policy or regulations. As a user of the Internet, you may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. You should adhere to online protocol:
 - a. Respect and follow all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system only long enough to get needed information, and then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. You shall not intentionally access, download, or send any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations.
4. If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.

Violation of these guidelines or allowing another student to access the school's network and/or the Internet using your account shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

First Offense: Loss of Internet access for up to one week at the discretion of the supervising teacher.

Second Offense: Loss of Internet access for four weeks.

Third Offense: Loss of Internet access for a minimum of nine weeks.

INTERVIEWS WITH STUDENTS, INVESTIGATIONS

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil, or he/she is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. Parents shall be contacted, except in the case of child abuse investigations, by a third party.

No student may be taken from school without the consent of the building principal.

This policy shall be applicable in situations involving a divorced or separated parent when that parent does not have legal custody of the child. In situations where legal custody is in question, the principal, or other designated school official, may require legal proof of custody before allowing the parent to meet with or to leave the building with a student.

MULTICULTURAL, NONSEXIST EDUCATION

It is the policy of the *Odebolt Arthur and Battle Creek-Ida Grove School Districts* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

Doug Mogensen
O-A Elementary Principal
600 South Maple Street
Odebolt IA 51458
[712-668-2827](tel:712-668-2827)
Email: dmogensen@oabcig.org

Alan Henderson
BCIG Elementary Principal
403 Barnes Street
Ida Grove IA 51445
[712-364-2360](tel:712-364-2360)
ahenderson@oabcig.org

Inquiries regarding compliance with equal education opportunity shall be directed to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Central Administration Office and Administration Office in each attendance center.

This policy should be printed in its entirety in all student handbooks and parent handbooks. These handbooks should be routinely distributed to all students and parents annually.

The Affirmative Action Coordinators:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445
PHONE NUMBER: (712) 364-2360
OFFICE HOURS: Monday-Friday, 8-4

MIGRANT COORDINATOR-

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445
PHONE NUMBER: (712) 364-2360
OFFICE HOURS: Monday-Friday, 8-4

PARENT-TEACHER CONFERENCES

We encourage parents to contact and visit the school. We find that good communication can clear up most problems or misunderstandings. To arrange for a conference, call the school, and we will arrange for a time when parents, teacher, student and other interested parties can meet together. We also encourage our faculty to contact parents on matters concerning their students. Regularly scheduled Parent-Teacher Conferences will be built into the calendar.

PATRON NOTIFICATION OF OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:
March 1—Last date for regular open enrollment requests for the following school year OR
September 1st of the current year for Kindergartner’s.

SCHOOL CANCELLATION OR CLOSING

OABCIG Schools use a system to communicate with our parents. It is used to provide you with information should school be cancelled, start late, dismiss early or any other information the administration wishes to share with you. The schools’ message system allows for messages to be sent to your home phone, texted to your cell phone, and/or emailed to your computer. Please be sure that the OABCIG School District has your contact information so that these important messages can be communicated to you as soon as they are available. Additionally, information can

be found by calling the OA Message Center, 668-2555, by listening to KAYL (Storm Lake), KDSN (Denison) and KKIA (Storm Lake) radio stations and TV channels out of Sioux City. Parents of rural students should use their best judgment when roads are questionable.

SCHOOL PRIDE AND SCHOOL SPIRIT

This is your school. Be constructive and put forth your best effort and the School's will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit. Enthusiasm and pride in OA-BCIG should be an essential part of your school experience.

- School spirit is pride;
- School spirit is participation as a spectator, as a cheerleader, or as a player;
- School spirit is the emotion, which swells into cheers at sports events when you back your team;
- School spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.
- School spirit is **you**, the student body of OA-BCIG.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles 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, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

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 O-A and BCIG Districts have 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 programs and practices of the school system.

The O-A and BCIG Community School Districts have the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violated the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Alan Henderson, Section 504 Contact Person for

the OA and BCIG School Districts', at (712) 364-2360.

SMOKE FREE ENVIRONMENT

The O-A and BCIG School Districts are smoke free environments.

STUDENT CONDUCT INFORMATION

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 that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other 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, or expulsion.

DUE PROCESS RIGHTS-STUDENTS

When violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators.
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action.
3. The student will be offered an opportunity to express his/her views to the decision-making authority regarding the incident.

EXPULSION PROCEDURE

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsion in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions of this meeting should be recorded.

3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

LEAVING THE BUILDING

No student is to leave the school building or grounds at any time during the school day without permission from the office secretary or principal. If a student needs to leave school because of illness, they need to be checked and cleared by the principal or office secretary, who must first get parental permission. Failure to sign in and/or out will result in the student being truant. Students will not be permitted to go home for forgotten items; however special permission can be given with approval by parents.

PROFANITY/OBSCENE GESTURES

Profane and obscene language or gestures are forbidden. This includes words or gestures that are gross, vulgar, offensive, or derogatory to an individual or group. Offenders to this rule will be subject to disciplinary action. Using obscene language or gestures to a staff member will result in a suspension.

STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities.

- At indoor events, students should remain seated while the event is in progress.
- There should be no running around or playing games in the cafeteria for inside events.
- We expect appropriate dress and behavior at all events.

SUSPENSION PROCEDURES

In-school

1. All in-school suspended students will be assigned a seat in the office area or other area as assigned by the principal.
2. Suspended students may not leave their assigned seats without the permission of the principal or the principal's secretary.
3. Students will be expected to complete all homework assigned to them during a suspension. Teachers should visit with suspended students during their preparation period.
4. Students are not to speak to suspended students without permission.
5. Suspended students will not eat lunch with other students.
6. Students failing to comply with the terms of the in-school suspension will be given additional suspension days.
7. A conference may be held before the student is readmitted to class.
8. Loss of activity eligibility as determined by the principal.
9. Students will not be counted absent from class during the suspension.

Out-of-school

1. Students are to complete all homework assigned during a suspension. It is the student's responsibility to make arrangements through the office to receive homework.

2. Students failing to comply with the terms of an out-of-school suspension will face possible expulsion.
3. A conference is to be held before the student is readmitted to school.
4. Students serving out-of-school suspensions will not be eligible for school activities.
5. Students will not be counted as absent from school during the suspension.

SUSPENDABLE VIOLATIONS

Since it is virtually impossible to list every violation and every consequence, the principal shall use his/her own discretion and judgment on violations that are not listed in the handbook. In certain situations, the discipline policies may warrant changes under the discretion of the principal. When a student is suspended, due process rights will be followed. Depending on the violation, law enforcement officials may be contacted.

The following violations fall under the classification of those calling for suspension of 1 to 10 days. The principal can recommend a longer suspension period to the superintendent. These violations are of a nature that, if they are tolerated, a stable and secure learning environment for all is not possible.

1. Alcohol, Drugs, Tobacco
The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-a-like" substances. Possession or use of tobacco, alcohol, or controlled substances by individuals under the age of eighteen, and all students regardless of age on school property, or any activities sponsored by the school, is strictly forbidden. E-cigarettes are prohibited.
2. Fighting
Fighting in the building, on school property, or at a school-sponsored activity is forbidden.
3. Insubordination
Acts of defiance involving refusal to conform to school rules and regulations, profane or obscene language, refusal to comply with the request or direction of school personnel, and boisterous conduct that disturbs the orderly operation of the school, are prohibited.
4. Truant/Skipping
This act is regarded as serious due to the fact that during the school year, being a student is the occupation of the individual enrolled in school. Punctual and regular attendance is to be expected.
5. Theft or Damage to Personal or School Property
If a student is apprehended in connection with this violation, return of the item(s) in the same condition as when taken will be expected, in addition to the suspension. When this is not possible, payment for the stolen item(s) at a fair cost figure will be assessed in addition to the suspension.
6. Gang Activity
Starting a gang or being a member of a gang, which distracts or disrupts the educational process, is prohibited.
7. Habitual Violator
A habitual violator may be suspended upon repeated offenses.

WEAPONS

The boards believe weapons, other dangerous objects and look-a-likes on school district premises cause material and substantial disruption to the school environment. They may also present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. Weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous object or look-a-like shall be notified of the incident. Confiscation of weapons, dangerous objects or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Weapons, dangerous objects and look-a-likes confiscated under this policy shall be turned over to law enforcement officials.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons; other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

STUDENT RECORDS

An accurate record shall be maintained for all students attending this school district. Records of a student shall be accessible to parents and/or legal guardian of that student or to the student if of legal age or older. Student records shall remain confidential. Parents and eligible students are permitted to inspect and review their educational records upon the issuance of a written request to the respective building principal.

Permanent records, cumulative folders, and tentative records are kept for each student. A copy of such records will be made available to parents and eligible students upon request.

The following information may be released to the public in regard to any student of the school district: Name, parent name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight & height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any student parent or guardian not wanting this information released to the public must make an objection in writing to the building principal.

Any additional information will not be released without written parental consent (except to school officials with a legitimate educational interest).

Parents have the opportunity to amend records through a records hearing. Such hearing will be granted upon a written request submitted to the superintendent. The hearing will be held within a reasonable amount of time after receipt of the parent or eligible student's request. At the records hearing, parents may challenge any information in the educational records. If, through the presentation of valid information, the current records are proven to be inaccurate, the incorrect information will be removed. Hearing procedures are detailed in the OA and BCIG Board Policy.

The district will maintain records for at least three years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance.

SUBSTITUTES

Substitutes have the same rights and responsibilities as do regular employees. All students will be expected to cooperate with, and respect them as they assume the duties of the employee who is absent on that day.

TRANSFERS IN/OUT OF DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

VALUABLES

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. Please refrain from bringing large amounts of money, or other valuables to school.

VISITORS AND GUESTS

Students are not permitted to bring visiting children to school. If you have guests or visitors that you would like to attend school with you, prior arrangements are to be made with the principal. All visitors are to report to the main office when they arrive at school to receive a "visitor's badge" to be worn in the building.

WELLNESS

Board Policy 507.9 – Gives guidance to support wellness and good health for students and staff. Notable additions to the policy include the promotion of healthy choices and lifestyles and providing other physical activity during the school day aside from recess and physical education class. If behavior modifications need to be implemented; students should not be held from physical activity for more than half of the allotted activity time. The school will coordinate with local resources to provide education in regards to healthy lifestyles and behaviors. Smart snacks are encouraged for student parties, classroom incentives, and daily snacks provided by parents and teachers. Offering health screenings and flu vaccinations annually to staff and promoting staff activity and wellness through healthy activities.

Odebolt –
Arthur
Preschool
Handbook
2017-2018

Welcome to Preschool

Our program is a bridge from home to the school setting. We focus on independent growth in self-confidence, social skills, and academic skills. Children are exposed to many "hands-on" learning opportunities as they play and work with materials or other children. As they become comfortable in school and with school, the bridge to kindergarten is a safe bridge to cross.

Children must be 4 years old by September 15 to be eligible for our Preschool program.

Children who are already 5 by September 15, but not ready for a full day kindergarten program are funded by the state. These students pay monthly snack fees only.

The OA Preschool program utilizes Creative Curriculum Goals and Objectives for what is taught. Teachers maintain weekly logs of objectives through a checklist format in the four areas of development (social/emotional, physical, cognitive, language). Checklists are evaluated weekly and instructional plans/changes are made based upon the data that is collected. Changes are noted on Creative Curriculum Weekly Planning forms.

O-A Early Childhood Philosophy:

We believe that effective preschool programs provide a safe and nurturing environment that promotes the development of the young child as a lifelong learner. Each child is unique and will be given an opportunity to develop at his/her own rate. Programs will use current knowledge and research about early childhood growth and development as a framework for providing an integrated curriculum to meet the needs of the whole child.

Supervision:

Classrooms will consist of 1 teacher and 1 associate with no more than 20 students in a classroom. Students will be supervised at a 10:1 ratio at all times. The 0-A classroom teacher is Carrie Gorden. Carrie Goorden holds a Bachelor's degree in teaching for Elementary/Pre-School Classrooms with endorsements for K-6 Classroom Teacher, K-8 Reading, PK-K (Pre-Kindergarten – Kindergarten Teacher). She has been in the district for 2 years. Mrs. Schroeder is our preschool room associate and is a certified classroom aid. Both instructors have their certificate for first aid, mandatory reporting, as well as Childhood CPR.

Students in the preschool program will be in constant supervision of at least 2 adults so as to maintain the ratio of 10:1 at all times. In the event that one of the teachers is unable to be in the room, an alternate teacher's aide or substitute teacher will be provided. In the event that a sub is in place that is not duly qualified/certified and has been in the classroom for more than 5 days in a row, then a parent notification will be sent home as designed in our "Parents Right to Know" criteria adopted by the school district.

Transportation:

Students may qualify for district transportation. Please contact the OA-BCIG bus barn (712) 364-3932 for information. For qualifying students in the morning class,

transportation will be provided to and from school. For qualifying students in the afternoon classes, transportation will be provided to and from school. Classroom staff members (teachers and associates) are not able to provide transportation (walking/driving) at any time. The school will provide booster seats to those students who are required to use them. There is no exception to this rule; we will follow the law! If parents are not willing to abide by the guidelines for booster seats, then they will not be allowed to send their student to school in an OA-BCIG vehicle.

Dropping Off and Picking up Students:

When dropping off students, please have them go to the MPR (Multi-Purpose Room) prior to 8:15 am. After 8:15 they may walk directly to the classroom. After school we would ask parents to wait outside the far South doors of the OA school building. Students will be brought there to be released to their parents or put on the bus to go home. This is done for the safety of each child in our building. Due to the bus lane, parents dropping off or picking up students need to park in the parking lot. Any vehicle parked in the bus lane or on the sidewalk will be towed. Thank you for your assistance in this matter.

Classroom Curriculum:

The Creative Curriculum for Preschool is comprehensive and addresses all areas of development: social/emotional, physical, cognitive, and language. It also includes all subject-matter areas: literacy, math, science, social studies, the arts, and technology. Teachers find out what children know and can do through ongoing assessment: observing, conversing, and discussing with families. This information serves as a starting point for determining the new concepts to be learned. Teachers use a range of instructional approaches, from child-initiated play to teacher directed instruction. They offer children opportunities to investigate the world around them and to learn through purposeful play. On the basis of assessment information, they build on what children already know and teach them important concepts and skills in an intentional way during large-group, small-group, and individual instruction. (www.teachingstrategies.com) A copy of the Creative Curriculum goals and objectives is available upon request.

The Creative Curriculum aligns with our philosophy that we need to look at each child individually to meet the needs of the whole child. Assessment procedures are carried out both formally and informally. When looking at the whole child we observe many skills through play in large group and small group situations (Creative Curriculum Centers).

Creative Curriculum Standards:

Standard 1: Demonstrate appropriate fine motor skills.

Standard 2: Demonstrate appropriate gross motor skills.

Standard 3: Demonstrate appropriate self-help skills. Standard

4: Demonstrate appropriate communication skills.

Standard 5: Demonstrates appropriate personal and social-emotional skills in a variety of

settings.

Standard 6: Demonstrates appropriate problem solving and independent thinking skills.

Standard 7: Demonstrates appropriate cognitive skills; emerging literacy, math and science skills.

Standard 8: Demonstrates appropriate participation with creative arts.

Standard 9: Demonstrates appropriate participation using technology.

The School Day:

4 Year-old Preschool

Preschool morning and afternoon classes meet Monday Tuesday, Thursday, and Friday. Classroom hours are 8:25— 11:30 for the AM and 12:00 – 3:25 for the PM class. In the morning the students wait in the MPR (Multi-Purpose Room) until the bell rings at 8:20 am. Adult supervision is present at 7:50 am. Try not to bring your child prior to that time. Your child may ride the bus to school if you are on a bus route. If you need accommodations made to get your student to school, please contact the district office in Ida Grove at (712) 364- 2255, and they will assist you in making arrangements.

AK- Preschool

Alternative Kindergarten (AK) classes meet Monday — Friday. Classroom hours are 8:25 -11:30 pm.. Your child may ride the bus home if you are on a bus route. If you need accommodations made to get your student to school, please contact the district office in Ida Grove at (712) 364- 2255 and they will assist you in making arrangements.

Late Start Schedule

If weather dictates a 2-hour late start, preschool and AK will meet.

Early Out Schedule

On holidays and conference days, a 2:30 pm dismissal time is scheduled.

In-Service Days

On most Wednesdays, there is a scheduled early out for teacher in-service meetings. On those professional development days, AK will be dismissed at 1:00. The in-service provides the teaching staff time to work on state paper work and assessment goals.

Tuition and Snack/ Fees

At this point and time, the Iowa Legislature is unable to give us information regarding what state funding will be available. Therefore, we are unable to explain exactly what tuition and transportation costs might be for families. Families will not need to pay for preschool, but will need to pay a small fee for snacks throughout the school year. This fee is \$10.00/month and families may pay it each month or in one payment at the beginning of the school year. Scholarships are available for those who qualify and this information will be provided to families at the home visits or parent meetings.

Breakfast is served from 7:45 until 8:10.

All snacks are pre-packaged and provided through our school kitchen as well as the milk supply. With this in mind, we do not have policies that address the concern for keeping liquids and foods hotter than 110 degrees Fahrenheit and out of children's reach in the classroom environment.

Health Guidelines

The OA preschool wants to provide the healthiest possible environment for each student. Please use the following guidelines to help determine if your child should attend school.

- Child must be fever-free for 24 hours before returning to school.
- Child should not have vomited in the last 24 hours.
- If child has a contagious disease, please contact the school or teacher so other parents can be informed of possible exposure.
- If your child becomes sick at school they will be brought to the nurse's station by the classroom teacher to rest and to be assessed by our nurse on staff.
- You may be called to come and pick up your student if they are deemed sick and not able to return to class.
- You will be encouraged to bring your child to a doctor or health care professional to get an accurate diagnosis.

Illness/Injury

If a student becomes ill or is injured at school, the student's parent/guardian or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered. In any event, ill or injured students will be turned over to the care of the student's parent/guardian or qualified medical personnel as quickly as possible. Medical doctors utilized by the family or health care facilities used by families should be indicated in the student's health record at school registration. Every year parent's will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent/guardian or emergency contact can be notified.

In-group settings, like school, there is always discussion on when an illness requires exclusion, or when a child should stay home or go home from school because of illness. As we all know, children will get sick, but how does one decide if they should be in school or not?

Two things to think about are:

1. What is best for the child?
2. What is best for all of the other children in the school?

Common colds, runny noses, headaches, or stomachaches would not require exclusion unless the child had other additional symptoms of illness. These symptoms may include: fever, uncontrolled diarrhea, change in behavior, difficulty breathing, sore throat, pain, or a decrease in responsiveness.

Below are examples of when a child should be kept home or may be sent home from

school:

1. The illness prevents the child from comfortably participating in the daily activities.
2. The illness creates a greater need for care, and would compromise the ability of staff to care for the other children.
3. The illness creates a health threat to other students.
4. A child is clearly ill.

As a reminder effective hand washing both at home and at school will prevent the spread of most common illnesses and can keep our children healthy.

Child Abuse:

Under the state of Iowa laws, your child's classroom teacher is a mandatory reporter of suspected child abuse. In the event that child abuse is suspected, your classroom teacher will contact the Department of Human Services with the state of Iowa and will proceed with the outlined process designated by our districts school board policy found on the OA-BCIG website. <http://www.oabcig.org/>

Iowa law provides for a process of reporting cases of child abuse by school employees. This abuse should be reported to school officials. The O-A and BCIG School Districts have appointed the following individuals:

Level One— Alan Henderson – 364-2360 or Julie Staley – 364-2360
Doug Mogensen-- 668-2289 or Jo Lyons – 668-2289

If satisfaction is not received, the following person should be contacted:

Level Two— Ida County Sheriff, 364-3146
Sac County Sheriff, 662-7127

Accident Insurance:

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee covers an accident to and from school, on school grounds, during school-sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The O-A and BCIG School Districts are not liable for injuries to pupils, nor can they pay medical costs for accidents that occur in athletic contests on school premises, or on the way to and from school.

Dental insurance is also available to any student who would wish to purchase this type of insurance.

There can be no refund of insurance fees for a student who moves away. The policy will transfer to the new attendance center.

Screenings:

As available from the school or the AEA, Vision, Hearing, Height, and Weight screenings will be provided for your child for free. If you do not want your child to participate in these free screenings, please call the school building where your child attends.

Dental Screenings:

Students enrolling for the first time, Kindergarten or transfer students, and 9th grade students shall submit an Iowa Department of Public Health Certificate of Dental Screening. Kindergarten and K-8th transfer student certificates may be completed by a dentist, dental hygienist, and doctor, ARNP, PA or specially trained RN. Dentist or dental hygienist can only complete 9th grade screening certificates. Exemption from this requirement may be allowed for religious or financial hardship reasons. The student must provide a valid certificate of exemption to be exempt.

This is a half-day preschool program and meals are not served. Oral health is addressed through the classroom curriculum. Students are encouraged to brush teeth, eat healthy foods, and see the dentist.

Administration of Medication:

Some students may need prescription and non-prescription medication. Medication shall be administered when the student's parent or guardian completes the medication authorization from requesting medication administration at school. The medication is to be in the original labeled container either as dispensed or in the manufacturer's container. The school nurse, or in the nurse's absence, the person who has successfully completed a medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building where the student attends.

The elementary and middle school will have antibiotic ointment and anti-itch ointment if needed.

The elementary and middle school will also have jr. strength acetaminophen for students 6-12 and extra strength acetaminophen for students over 12 administered per manufacturer's directions, if needed for the occasional head or body aches if parental consent is on file. If a student regularly needs school provided medication, ointments, or cough drops the school may request that their own supply be brought to school.

School Nurse:

The school nurse is a health resource available to students and their families. The nurse is available to assist in managing and coordinating the health care needs of the students and ensure state health requirements are met.

Head Lice:

Head Lice are tiny insects that can be found on the head and neck. Lice are spread most commonly by close person-to-person contact, and less frequently by clothing or hair care items. Lice move by crawling, they CANNOT hop or fly. Lice can affect anybody, personal hygiene or cleanliness has nothing to do with getting head lice. Head lice are not known to spread disease.

If lice are found during school, the parent or guardian will be contacted. ~~Parents will be asked to pick up the student to begin treatment.~~ Treatment information will be sent home with the student. Exposure notices will be sent home with students in the identified class. ~~The student will not be allowed to return to school until treatment has been started and proof of treatment is presented to the school. An example would be the box or empty bottle of treatment shampoo.~~

Communicable Diseases:

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so, and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. If your child has been exposed to such diseases, a note will be sent home to let parent/guardians and families know.

Illnesses and Injury:

If a student becomes ill or is injured at school, the student's parent or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified.

First Aid:

It is the policy of the O-A and BCIG districts, in case of a serious accident or medical emergency, to have the school administer any necessary first aid. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted, the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

Flu Update:

As a reminder for parents and students be sure and follow the 3 C's of keeping yourself healthy this flu season:

C – Cover your cough. Influenza like illnesses can be spread by coughing or sneezing into open air. It is best to cover your cough with a tissue or into your elbow or shoulder.

C – Clean your hands. Our hands touch everything and can spread the influenza virus.

C – Contain yourself. This is extremely important. If you suspect that you or your child is ill STAY HOME. Do not risk infecting other children, teachers, co-workers and others.

- If you suspect that your child has the flu contact your doctor immediately. Call first; your doctor may have a special procedure for taking care of people who are suspected of having the flu. There are anti-viral medications that are used to help treat the flu but only work best when given within 2 days of getting sick.
- Keep your sick child at home at least 24 hours after there is no longer a fever (with out the use of fever reducing medications).
Make sure your child gets plenty of rest and drinking clear fluids (water, broth, and electrolyte beverages) to keep from getting dehydrated.
If your child has a fever, use a fever-reducing medication that your doctor recommends.
- Keep your sick child in a separate room in the house as much as possible to limit contact with other members of the household that are not sick.

Immunization Certificate:

Students enrolling for the first time in the school shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or **religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.**

Outside Health Procedures:

When students are outside in warm weather for more than 1/2 hour sunscreen will be applied. We will follow the national guidelines on staying in when it is too cold. (Posted in each classroom) Insects: Any field trips to a nature center or park, bug repellent will be used to protect from insects. (See appendix 2 for Parent Permission Slips for sunscreen and bug repellent)

Water Play:

When water is available for play, the water will be changed after each use and the table will be sanitized. Students are instructed that water is for play and not for consumption. Clean drinking water is available at the water fountain.

Cleaning Procedures:

Tables: Tables will be cleaned (disinfected) after each table activity.

Toys: Toys will be wiped down weekly. If a toy is noticed to be in a child's mouth it will be wiped down immediately, or put somewhere out of reach until the end of the day.

All other Surfaces: All other surfaces will be cleaned (disinfected) nightly by custodial staff and charted to prove sanitation. Classroom teachers will also clean (disinfect) all other surfaces every week.

Pets or Animals in the Classroom:

Please contact the school if you are planning on bringing an animal to school to show and tell. Pets are allowed if no one in the room is allergic to them. Pets need to come with an adult and may be shown for show and tell and then will need to leave. If students are allowed to pet the animal then they will wash their hands after the activity. You may be asked to bring documentation of animal licensure and updated shot records before bringing **the animal to school. The school reserves the right to not allow any animal from coming to** the school.

Toilet Training:

Students are eligible for preschool programming regardless of their toilet training status. If a child wears diapers/pull-ups, please make sure that they arrive clean and dry. **Individual parents are responsible for providing supplies for their child.**

For children who are unable to use the toilet consistently, the program makes sure that:

- Staff uses only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason).
- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering will be changed as one unit.
- Cloth diapers and clothing that are soiled in urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Diapers are changed when wet or soiled.
- Staff will check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours when children are awake.
- Students will be changed on a matt in a private area, with the door closed, if they are in need of changing. If placed on an elevated surface, caregivers will have a hand on the child when being changed to ensure safety.
- Procedures for changing are posted in designated changing areas.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (ex: step can)

Containers are kept closed and are not accessible to the students.

- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Absences:

If your child does need to be gone from school, please call the office (668-2767) or send a note. We want to insure that both the school and parents know where the child is. Please contact the office by 9:00 AM or the secretary will call to see why the student is absent.

It is the educational philosophy that regular attendance is essential and cannot be duplicated by other methods. The school expects students to be in attendance at scheduled classes and activities for the academic school year. The only exception would be in the case of an emergency. The only absences that constitute such an emergency would be illness of the student or death or serious illness or injury in the immediate family. Within the discretion of the principal, before an absence for personal illness is excused, the principal may require a physician's statement verifying illness and the necessity for the absence from school. For a death or serious illness/injury in the immediate family, the immediate family shall include mother, father, sibling, stepmother, stepfather, stepsibling, aunts, uncles, grandparents, or other individuals residing in the immediate household. Notification will be sent to the parent/guardian at 6 absences and 10 absences. A parent/guardian meeting may be held at the 10-absence point to reiterate attendance expectations or possibly take disciplinary action if needed.

Recess Policy

Recess will be outdoors unless it is raining or the temperature is below zero degrees with wind chill. Students must come dressed warmly with snow pants, boots, hats, and mittens. It is not much fun to have to stand by the wall because a student is not dressed appropriately.

Outdoor recess is a wonderful time for exercise and large motor activity. A child who is too sick to go outdoors for 15 minutes is probably too sick to be in school. Students with the OA preschool program have their own playground that is designated for the preschool students. This playground is secured with a fence and provides age appropriate activities as well as a green space for students to run, play, and explore.

Change of Plans Notes:

Parents are required to send a note or call the office if your child is to go home any way other than the normal plan. If there is no note, children will be sent home according to the normal schedule you have given us.

Birthdays:

Birthdays are celebrated in the room on the child's birthday. If a child's birthday comes in the summer, then we celebrate a "Half Birthday". For instance, if a child's birthday were July 11, we would celebrate a Half Birthday on January 11. Students are allowed to bring treats on their special day to share with classmates. Treats must be pre-packaged items and may not be homemade or contain peanuts. This is in place to respect the dietary needs and or restrictions that may be in place for students within the preschool program, while we are not a peanut free building; we are a peanut aware facility. You and your child may choose a treat to go with our snack time or a take-home treat.

Parties:

Class parties are held to celebrate Fall Festival, Christmas, and Valentine's Day. Dates will be announced for those parties. A room parent is chosen early in the year, and she/he will plan and carry out the parties, often with volunteer help from other parents. If you wish to be the room parent, please call and talk to the classroom teacher at school (712) 668-2767.

Clothes:

Please send your child in clothes they can be active and comfortable in. We dance, run, skip, hop, etc. We also play with play-doh, paint, shaving cream, and a sensory table.

Parent Involvement:

Parents are a vital part of the child's learning success. A team effort between parents and school helps provide a supportive environment for the child and shows your child the value you place on education. Here are some suggestions of ways you can help:

1. Honestly answer any questions your child has about school. We are all nervous about a situation we are not familiar with.
2. Check your child's book bag. Friday folders will be sent home on Friday. It will often include a classroom weekly newsletter, school correspondence, and important notes. You read this information, sign the folder and send back on Tuesday.
3. Your interest and encouragement of our classroom skills reinforces the importance of schoolwork and reinforces their learning.
4. READ, READ, READ to and with your child. Read for pleasure and enjoyment books bring.
 - a. Occasionally....
 - i. Track your finger under the words - - reinforces left to right
 - ii. Ask your child to predict what will happen next
 - iii. Ask questions about the story
 - iv. Give your child a chance to make up a story about the pictures
5. Be sure to contact your child's teacher with any questions or concerns.
6. Become actively involved by participating in parent meetings, conferences, home visits, and parent compact meetings. Your input to your child's education and assessment of their skills will be vital to the success of their programming.

MULTICULTURAL, NONSEXIST EDUCATION

Children, enrolled in school, shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status and pregnancy.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and

appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Compliance Officer by writing to the Affirmative Action Coordinator (Title IX, Title VI, and Section 504 Compliance Officer), for Battle Creek-Ida Grove Community School District, 403 Barnes Street, Ida Grove, Iowa 51445; call 712-364-2360; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Central Administration Office and Administration Office in each attendance center.

This policy should be printed in its entirety in all student handbooks and parent handbooks. These handbooks should be routinely distributed to all students and parents annually.

The Affirmative Action Coordinators:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445
PHONE NUMBER: (712) 364-2360
OFFICE HOURS: Monday-Friday, 8-4

EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY

It is the policy of the OA and BCIG School Districts to provide equal educational and employment opportunities and not to illegally discriminate on the basis of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status or pregnancy in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial

status veteran status, or pregnancy.

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Inspection of our schools for asbestos has been completed as a continuing plan toward compliance with the Asbestos Hazard Emergency Response Act (AHERA), a law passed in Congress in 1986. Ames Environmental was the consultant chosen to do the work. Subsequent re-inspections have been completed by Iowa Environmental Services of West Des Moines.

Our asbestos coordinator also inspects for asbestos twice a year. AHERA regulations require all K-12 schools to be inspected for asbestos-containing materials. Please be assured that during inspections, every precaution is made to ensure that asbestos fibers will not be released into the air. Warning labels are also placed adjacent to those sampling sites located in routine maintenance areas, where asbestos was most frequently used. Classrooms are inspected after school hours. Only those areas students do not occupy are inspected during the school day. This should in no way disrupt daily classroom activities.

A management plan is written based on laboratory findings and inspection reports. The management plan outlines our school's intent in controlling and abating any asbestos-containing materials. The asbestos management plan is available for inspection at all attendance centers.

In the past, asbestos was used extensively in the United States in building materials for its insulating and fire retarding capabilities. The primary concern arises when these materials begin to deteriorate or become damaged. We will keep you informed about inspection results and update you periodically regarding our compliance process. Please make an effort to educate your children about this process and assure them it is safe. If you have any questions about the inspection, feel free to talk to the superintendent or asbestos coordinator.

Should you have any questions about AHERA or asbestos in general, please feel free to call the office of the superintendent of schools at 364-3687, or 668-2289.

EMERGENCY PROCEDURES

The building principal and staff will evaluate all emergency procedures. The principal's office will document all drills and any comments. Any student who is hearing or physically impaired, or who otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

SCHOOL PRIDE AND SCHOOL SPIRIT

This is your school. Be constructive and put forth your best effort and the School's will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit.

Enthusiasm and pride in OA-BCIG should be an essential part of your school experience.

- School spirit is pride;
- School spirit is participation as a spectator, as a cheerleader, or as a player;
- School spirit is the emotion, which swells into cheers at sports events when you back your team;
- School spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.
- School spirit is **you**, the student body of OA-BCIG.

WELLNESS POLICY:

Board Policy 507.9 – Gives guidance to support wellness and good health for students and staff. Notable additions to the policy include the promotion of healthy choices and lifestyles and providing other physical activity during the school day aside from recess and physical education class. If behavior modifications need to be implemented; students should not be held from physical activity for more than half of the allotted activity time. The school will coordinate with local resources to provide education in regards to healthy lifestyles and behaviors. Smart snacks are encouraged for student parties, classroom incentives, and daily snacks provided by parents and teachers. Offering health screenings and flu vaccinations annually to staff and promoting staff activity and wellness through healthy activities.

Pre-School Parent Verification Form:

I _____ have reviewed the information in the preschool handbook with the classroom teacher as well as other forms necessary for my student to begin school at Odebolt-Arthur Elementary. I understand the policies that are in place and have been given a copy of the handbook to keep at home for myself.

Parent/Guardian Signature

Classroom Teacher Signature

*** Citizen's Feedback Form:**

Date _____ Citizen _____ Phone _____

Citizens' Signature

Citizen Comment/Complaint/Concern

Date _____ Received by _____

Action Taken

Issue Resolved Yes ___ No ___ Date _____

If No, detail why and state plan to resolve

Was concern referred to supervisor? Yes ___ No ___ Date _____

Supervisor's signature _____

Supervisor's report on back of this form.