

# **Adel Elementary Handbook for Students and Parents**



**2021-2022**

Dear Families,

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

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

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

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

Sincerely,

**Kimberly Anderson**

Adel Elementary Principal

**Evan Hammans**

Adel Elementary Assistant Principal

## **Administrative Staff**

### **Superintendent's Office**

215 N 11<sup>th</sup> Street

Mr. Greg Dufoe, Superintendent

### **Adel Elementary**

1608 Grove Street, Adel

Mrs. Kimberly Anderson, Principal

### **Meadow View Elementary**

1300 South 15th Street

Mrs. Jodi Banse, Principal

### **DeSoto Intermediate**

317 Spruce Street, DeSoto

Mrs. Amy Hemphill, Principal

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

801 Nile Kinnick Drive South, Adel

Mrs. Kim Timmerman, Principal

### **ADM High School**

801 Nile Kinnick Drive South, Adel

Mr. Lee Griebel, Principal

## **SCHOOL ORGANIZATION**

## **Address Changes**

Students who are moving from the school district or who have moved to another location within the district should inform the teacher and school office. The parent or guardian will need to utilize the Infinite Campus parent portal to enter the address change.

## **Student Attendance Policy**

It is the educational philosophy of the ADM Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators, and the staff of the ADM Community School District expect that students shall be in attendance at scheduled classes for a minimum of 1080 hours.

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

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

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

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

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

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

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

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

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

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

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

### **Concerns**

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

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

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

It will be the policy of the PK-1 school that any person, parent(s) included, who wishes to speak directly to a student, shall report to the office. The principal or designee will contact the classroom teacher and have the student brought to the office where personal messages can be relayed. Persons other than those listed on the child's Infinite Campus account will not be allowed to contact pupils unless it has been cleared through the office by the parent/guardian.

The telephones at the school are business telephones. If a child has a legitimate reason to use the telephone, permission will be granted by the teacher, principal, or school secretary. Because of the number of calls the school receives, it will be necessary that conversations by pupils be kept to a minimum. Except in an emergency, students are not called to the telephone. We will be happy to deliver important messages to the student involved. Students are expected to keep cell phones turned off and in their backpacks during the school day. Parents wishing to reach their child during the school day will not be able to do so on individual student phones.

## **DAILY SCHEDULE**

### **Adel Elementary**

#### **Monday - Thursday**

7:55 A.M. Bus Students Arrive/Playground Supervision Begins

8:15 A.M. Classes begin  
10:45-12:45 P.M. Lunch and/or Recess  
3:10 P.M. Town Students Dismissed  
3:25 P.M. Bus Students Dismissed

### **Friday**

7:55 A.M. Bus Students Arrive/Playground Supervision Begins  
8:15 A.M. Classes begin  
10:45-12:45 P.M. Lunch and/or Recess  
1:00 P.M. Bus Students Dismissed  
1:15 P.M. Town Students Dismissed

### **Emergency Drills**

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

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

### **E-Reader Guidance**

Electronic readers, simply called "e-Readers" are digital devices whose primary function is to store books, periodicals, magazines and other print material. A device whose primary function is to play music or games, but allows electronic books, would not be classified as an e-Reader under this guidance. Adel Elementary, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader guidance document.

### **Adel Elementary E-Reader Guidance Document:**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment, in contrast with school owned technology. A student who violates any portion of our guidance document may immediately lose the privilege to use their e-Reader at school and may receive other school discipline.

#### **A. Possession and Use of Electronic Reading Devices**

Students may possess e-Reader devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member or to further reading instruction. The following stipulations apply:

1. Student use of a personal e-Reader requires consent of the student and the parent/guardian by signing an appropriate form annually (found on the last page of the handbook). Indicating that the student and parent/guardian have received, read, understood, and agrees to abide by all applicable policies and guidelines. The parent/guardian may withdraw approval at any time by contacting the teacher.
2. E-Readers are to be used only for the reading of school approved material (books, etc.) and not to be used for other purposes unrelated to curricular goals. Other purposes such as communication, entertainment, music, gaming, recording of images or audio, etc. are prohibited while on school property and during the school day, including on the bus.
3. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.

4. All e-Readers must have sound turned off and any screensavers and backgrounds must be appropriate for school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around her nor be a source of any classroom disruption. Students must promptly comply with teacher's request to shut down and put away their devices.
6. The student is responsible for knowing how to properly and effectively use their e-Readers. Adel Elementary staff cannot provide any means of support for the device.
7. The use of the e-Reader on school property and during the school day carries no right or expectation of privacy. Adel Elementary reserves the right to monitor, review, and restrict the use of any personal e-Reader. The contents of the equipment are subject to review at any time, for any reason.
8. E-Readers must be taken home daily by the students and may not be left at school overnight.

#### B. Fiscal Responsibility

Adel Elementary assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for an electronic device.

#### C. Data Responsibility

Adel Elementary assumes no responsibility for any data contained on any personal electronic devices.

#### D. Misuse of the e-Reading Device

1. Violations of these Guidelines may result in confiscation of the equipment, suspension, and/or termination of the privilege to bring a personal e-Reader to school.
2. Violations may also result in appropriate school disciplinary action.

#### **Late Dismissal**

It is our building policy not to keep a student after school unless a parent has been notified and granted permission. If a student is asked to stay for tutoring, or for a detention, the parent will be notified the day before. If this isn't possible, other arrangements may be made.

#### **Legal Status of Student**

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

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

#### **Lost and Found**

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

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

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

## **School Office Hours**

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

## **Visitation**

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

- We encourage parents to make classroom visits after the first two and before the last two weeks of the school year. The first two weeks is a period of adjustment as routines and procedures are being established. The last two weeks include many special activities and "assessments (testing period)" as the school year concludes. We prefer parents **not** visit during testing time. We encourage parents to limit all classroom visits to a maximum of 30 minutes.
- We ask that you **not** bring small children when visiting the classroom.
- **All visitors to ADM buildings must sign-in at the building office. Visitors to the buildings will be issued a badge to identify their presence in the building.** When delivering a quick message or an item to school, parents will be asked to leave the item or message with the administrative assistant. The student will be called to the office during a normal transition time of the day. This will help us avoid disruption to our instruction.
- Students from other schools will not be allowed to visit our school unless arrangements have been made with the principal's office the previous day.

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

## **SUPPORT SERVICES**

### **ELP**

The Adel DeSoto Minburn Community School District Gifted and Talented Education (GATE) Program supports the needs of K-12 advanced learners through multiple levels of service. At the elementary level, K-1 students are not formally identified for the GATE program. K-1 students are served through the Extended Learning Program (ELP). The GATE instructor and classroom teachers collaborate to identify students who are in need of ELP services. ELP groups are planned and implemented by the GATE instructor. Groups are fluid and change throughout the year to best meet the needs of all learners, both in their classroom and outside of it. A student may participate in an ELP group for part of the year or the entire year. Participation in an ELP group in past grades carries no implication for participation in future grades.

Kindergarten and 1st grade PLCs determine student need for math enrichment based on review of all student data on common formative assessments, unit assessments, and through teacher observation. Math enrichment at the K-1 level may include participation in small group instruction, independent math projects, or modified curriculum in the general classroom. Student participation will be adjusted based on data points listed above and parents will be notified by the ELP teacher in regard to math enrichment.

Kindergarten and 1st grade PLCs determine student need for literacy enrichment based on review of all student data on common formative assessments and through teacher observation. Literacy enrichment at the K-1 level may include participation in literature discussion groups, writing conferences with ELP teacher, share out time with high ability peers, or independent or small group research projects. Student participation will be adjusted based on data points listed above and parents will be notified by the ELP teacher in regard to literacy enrichment.

Participation in ELP groups carries no implication for future GATE services in 3rd grade and beyond. Research indicates that a child's achievement scores tend to "level out" at the beginning of third grade and real ability becomes more evident; thus screening for highly gifted students can be completed to identify students in need of GATE services. Formal whole-grade screening for highly gifted students will occur at third grade, and again at fifth grade, in order to identify students for the GATE program. The process of whole-grade screening recognizes that giftedness is developmental, creativity and learning abilities peak at various times, and that each student has an individual learning profile.

## **GUIDANCE**

The guidance program of the Adel DeSoto Minburn School District offers individual, and small group opportunities. Individual and small group counseling is centered on student need. Guidance classes are taught on a scheduled rotation across the school year in general education classrooms.

## **LIBRARY**

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

Students will be made aware of the responsibility that accompanies the use and sharing of library materials. Book care is stressed and students in PK-1 are asked to transport their books to and from school in a zip-lock bag provided by the school.

Materials may be checked out for a two-week period of time and may be renewed if necessary. PK-1st grade students will check out one book at a time. Damaged or lost books will be charged to the student at repair or replacement costs.

## **MUSIC**

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

## **Report Cards and Conferences**

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

Parents will have the opportunity to sign up for Parent/Teacher conference times through an online form. Appointment times for parents unable to sign up before school will be assigned. If you are unable to attend at your designated time,

please call the school office. The need for additional conferences may arise during the school year. The request may be initiated from either the home or the school. Please do not hesitate to contact your child's teacher if you need more information.

### **Intervention Team Meetings**

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

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

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

A series of follow-up meetings are held to evaluate the student's progress and to plan further intervention. When appropriate, students are referred for further evaluation involving special education services. The Intervention Team will also hold the responsibility of bringing special education referrals to the attention of the Heartland Area Education Agency.

### **Special Education Services**

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

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

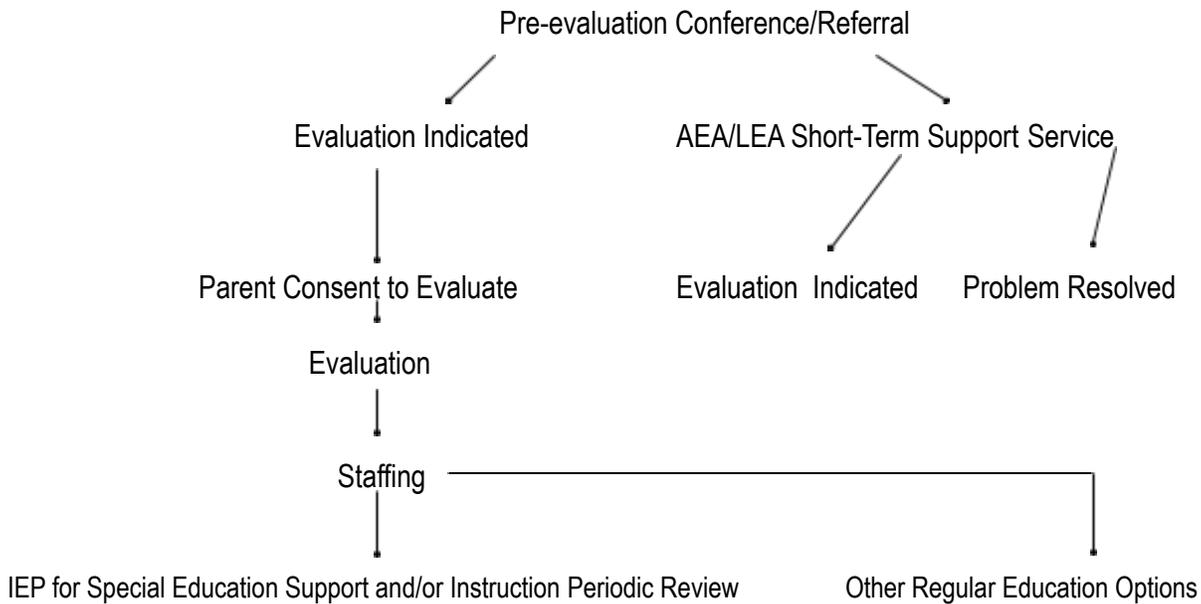
1. A pre-evaluation conference/referral should be held with the principal, the staff member, other appropriate school personnel, and AEA support staff to discuss the existing problem to see if it can be resolved at the classroom level. At this level AEA/LEA personnel may be able to provide short-term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

If it is necessary to seek additional information, the principal will:

- a. Secure written permission from the child's parents by using the Part II-Parent Consent for Evaluation. This form may include a request for comprehensive evaluation.

- b. Forward the Referral Form and Parent Consent for Evaluation Form to the appropriate personnel or the Heartland Zone Coordinator.
2. Upon receiving the completed referral, Heartland personnel shall complete the appropriate types of evaluations and return a written report to the principal. Evaluations conducted by local school personnel, will be coordinated by the principal. Specific evaluations may be requested. However, when placement in a special education instructional program is being considered, the evaluation shall include, but is not limited to the following: Speech and Language, Social Functioning, Academic Status, Hearing, Intellect, Behavioral Observation, Health History, Motor Functioning, Educational History, Vision, Adaptive Behavior, Career-Vocational.

**REFERRAL PROCEDURE FLOWCHART**



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

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

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

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

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

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

#### Grievance Procedure:

Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the ADM Harassment Policy all have grievance procedures for employees, students, and parents. The grievance procedure for Title IX is found on page 29 of this handbook.

## **DISTRICT INFORMATION**

### **Emergency School Closing**

It occasionally becomes necessary during the year to close school. Weather is usually the reason, but it may be necessary due to mechanical failure or perhaps some other reason for the safety of our students. **We request parents keep contact information updated on Infinite Campus. Students will follow regular dismissal plans unless parents communicate otherwise.**

All emergency school closings will be announced on all local radio and television stations and on the local media websites. We have requested that each station announce the information regarding the closing or delayed start of our district as Adel DeSoto Minburn. The district uses a School Messenger Parent Notification System. This system gives the district a method of communicating with parents over text, email, and phone in an efficient manner.

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

### **Inspection of Educational Materials**

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

### **Volunteers**

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

The ADM Community School District has a volunteer program. Interested individuals wishing to volunteer should call the office of the building they would like to volunteer to help out in. Volunteers can work directly with students, reading to children, listening to children read, helping children locate books, or tutoring limited English-speaking students. They can assist teachers in classrooms, working with students or materials. Background checks are required for all volunteers.

## **HEALTH INFORMATION**

### **Adel DeSoto Minburn School District Food Allergy Policy/Procedure**

Adel DeSoto Minburn School District will promote a safe environment that strives to protect children with food allergies and provides a climate that supports their positive psychological and social development. Children with food allergies need an environment where they feel secure and can interact with caring people they trust.

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be

triggered by exposure to one or more allergens, including foods, insect stings, drugs and latex products. Anaphylaxis can affect multiple areas of the body, such as skin, respiratory tract, gastrointestinal tract, and the cardiovascular system. Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock-each of which can be fatal.

Adel DeSoto Minburn School District cannot guarantee that a student will never experience an allergy-related event while at school. However, ADM has created this policy to reduce the risk so students with life-threatening allergies will not experience an allergy-related event at school. ADM recognizes that all students are unique and may require further allergy accommodations to provide optimal safety. If you feel your child requires more than what this policy outlines please contact the school nurse to discuss and create an individual health plan for your child. The following policy will be followed for all life-threatening allergies, where appropriate.

1. Children with food allergies will be identified at registration and throughout the year by the parent and physician. All food allergies must be communicated directly with the school nurse and updated on the annual online registration.
2. If requesting a meal accommodation, the USDA requires that a Diet Modification Request form be completed by a physician based on student need. The form may be obtained from the nutrition department or on the school website at [www.admschools.org](http://www.admschools.org).
3. If your student has an allergy that requires cafeteria accommodations the parent must request accommodations with the school nurse at registration.
4. A form allowing the Release of Health Information will be requested from the parent to aid in communication between the nurse and physician regarding the food allergy and development of a food allergy plan. This form may be obtained from the nurse or on the school website at [www.admschools.org](http://www.admschools.org).
5. Staff that work directly with children identified as having a food allergy will be trained by the school nurse. This includes, but is not limited to the teacher, associates and administration:
  - Allergy awareness
  - How to read food labels appropriately for the allergen
  - The student's **Food Allergy & Anaphylaxis Emergency Plan** which is located in the nurse's office
  - The use of epinephrine auto injector (EpiPen or Auvi-Q) and location
  - Updated "safe snack" list on the school website at [www.admschools.org](http://www.admschools.org).
  - Safe hand washing procedure
6. If an allergic reaction were to occur the parent will be notified and the event will be documented. When an emergency medication is administered an emergency procedural review will be conducted with all staff involved.
7. At Adel Elementary and Desoto Intermediate, parents will be notified if a food allergy exists in their student's classroom. Food allergies may change during the school year based on individuals in the classroom. For these classrooms with allergies, the school nurse will provide parents with a list of "safe food resources".
  - Reminder: When providing snacks for a classroom with food allergies the allergen can not be listed as an ingredient; safe foods must also be free from may contain &/or manufactured in a facility with the allergen.

8. In Preschool – 12<sup>th</sup> grade, when providing any snacks or treats for classroom distribution, pre-packaged or store prepared foods with a complete ingredient list must be provided. Treats will be sent to school in unopened/sealed original containers. Whole, uncut fruits and vegetables are encouraged.
9. Hand washing procedures, with soap and water, will be encouraged before and after eating. NOTE: Hand sanitizer is not effective in removing peanut protein from the skin.
10. All staff are encouraged to eat allergen food products in designated staff areas.

### **Communicable and Infectious Diseases**

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

### **Health Services and Procedures**

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

Each student is given a preliminary hearing test and vision screening as needed. If an area of concern is detected, the home will be contacted so that a professional referral will be made.

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

**If prescription medication is to be administered at school, the Medication Authorization form must be filled out by the parent/guardian.** Please send only the necessary amount of medication. A copy of this form is found in the back of this handbook. Additional forms may be obtained online at [www.admschools.org](http://www.admschools.org).

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

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent must sign a request to have this prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container, which shall be labeled with:
  - a. name of student
  - b. name of medication
  - c. directions for use
  - d. name of physician or dentist

- e. name and address of pharmacy
  - f. date of prescription
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
  6. In each building, access to the medication shall be under the authority of the nurse, administrative assistant, or principal.
  7. A record will be kept on any medication(s) given at school. This record will include the student's name, the name of the medication, the amount of medications to be given, and the time at which it is to be given.
  8. In accordance to 655 IAC 6.2(5) the position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children during the school day, this includes essential oils.

Over-the-counter medication such as Tylenol, cough syrups, cough drops, etc. requires a Medication Authorization Form with parent's signature or the signed Annual Health Update indicating permission for Tylenol, Ibuprofen, or Tums. The medication must be brought to school in the original labeled container. The nurse's office stocks a **small** supply of Tylenol, Ibuprofen, and Tums. The registered nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case the registered nurse may refuse to administer the medication and state the reasons, in writing, to the parent.

### **Hearing Screening**

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

### **Immunizations**

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

### **Physical Examinations**

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

### **Dental Screening**

Legislation was passed by the State of Iowa, effective July 1, 2008, requiring all children entering Kindergarten and Ninth grade to have a dental screening. The dental screening forms are online. Your dentist will also have the appropriate form that needs filled out and returned to school with your child. The purpose of the dental screening is to improve the oral health of Iowa's children.

### **Speech Screening**

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

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information in Infinite Campus. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. **Students need to be fever (<100) free, vomit free and diarrhea free for 24 hours with NO medication before returning to school.** While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents regarding where the student has been transported for treatment.

### **Vision Screening**

All students entering kindergarten need to have a vision screening. Lion's Club will be available at kindergarten screening to screen vision if needed. Also, referrals from teachers or parents will be done. Please call the school if you have any questions.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **Discipline Policy**

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

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

As educators it is our responsibility to develop and maintain an atmosphere that is conducive for learning. To create such an atmosphere it is necessary to establish certain rules and regulations. So that you and your child can better understand what is expected of each student, we have developed a PK-2 discipline policy.

### **Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

Recent amendments to the Iowa Department of Education's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school.

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

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

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

## **LOVE AND LOGIC IN THE CLASSROOM**

The Adel Elementary staff has studied the theory of Teaching with Love & Logic by Jim Fay and David Funk. We were drawn to this theory of work due to its focus on letting teachers teach and children learn.

The Four Basic Principles of Love and Logic are:

1. share the control
2. share the thinking
3. balance consequences with empathy
4. maintain the self-concept

Three Expectations in our Classroom are:

1. use enforceable statements
2. provide choices within limits
3. apply consequences with empathy

### Enforceable Statements

Setting enforceable limits forces students in to the thinking model, implying that there are choices to be made. Each has its own consequence. Love & Logic teachers refer to this technique as "the enforceable statement." The power of enforceable statements lies in putting the responsibility where it belongs-on the person with the problem-while showing that you care. Here are a few examples of enforceable statements:

"I allow people to sharpen pencils when I am not giving directions."

"I line children up for lunch when they are quiet."

"I know you're excited to talk. I listen to children who raise their hands."

### Choices Within Limits

Love & Logic teachers know how to share control with their students. They offer the student a portion of the control upfront, on their terms, so that the student's self-respect remains intact. Here are a few examples of choices within limits:

"Would you rather wear your coats out to recess, or would you rather carry them?"

"Today you have your choice of working alone or with a friend. You decide."

"Would you rather play by the rules, or learn about the game by watching the others play? Let me know what you decide."

## Applying Consequences with Empathy

The concept of logical and natural consequences has been around for many years. Teachers who use Love and Logic administer consequences with empathy and understanding as opposed to anger and lecture. Empathy is powerful in terms of problem ownership because it is virtually impossible to transfer blame to someone who legitimately feels sad for you. Here are a few examples of applying consequences with empathy:

“You must really be angry. Do you want to talk about it in a calm manner or go to the hallway to calm down?”

“How sad you’re choosing not to participate in class today. Do you think you could do this work at recess or participate now?”

“Bummer, we have a rule that we talk politely to each other. You’ll have to work alone now.”

If you would like to learn more about working with Love & Logic, you can visit their website at:  
<http://www.loveandlogic.com>

### **Student Guidelines**

The following will not be permitted at school and could result in consequences such as but not limited to: loss of recess, loss of classroom privileges, in-school or out-of-school suspension:

1. Fighting physically or verbally
2. Destruction of school property
3. Use of school materials for purposes other than specifically intended
4. Threatening verbal or physical actions
5. Writing or speaking with profane language or in a vulgar manner
6. Actions toward a student or staff that are disrespectful in nature
7. Bringing candy or gum
8. Students shall not have in their possession objects which could cause physical injury to his/her peers, i.e. knife, weapons, etc.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons and other dangerous objects are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students found in violation of this policy will be subject to disciplinary actions, which could include suspension or expulsion.

### **Cheating**

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

## **Clothing and Grooming**

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

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

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

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

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

During the winter season, students will stay on the hard surface unless they have all necessary winter gear including snow boots and snow pants on. If boots other than overshoes are worn, students should have another pair of shoes to wear inside the building. Some type of footwear must be worn at all times while in school. Snow pants are encouraged during the winter season to assist students in having dry clothing when they return to the classroom. Please label winter clothing items such as coats, hats, mittens/gloves, and boots.

## **Hallway Guidelines**

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

## **Recess**

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

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

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

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

## **PLAYGROUND RULES**

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

Inappropriate behavior or failure to follow established playground rules will result in a student being removed from the activity. Disciplinary action, if necessary, will be determined in an appropriate manner. This may result in loss of recess time, in-school suspension or out-of-school suspension for the student.

### **Technology Policy**

An Apple iPad with internet access will be provided to students at a 2:1 ratio at Adel Elementary School for preschool through first grade students. The use of these devices, and their resources, will be in support of education and consistent with the learning objectives and mission of Adel Elementary School. The iPads are property of the ADM School District, and all users will follow this policy.

The use of these devices is a privilege, not a right. Students must act responsibly when using iPads and abide by the Terms and Conditions for Use. Failure to do so will result in suspension of privileges, cancellations of privileges, and/or disciplinary action; however, if individual privileges are suspended, students will have a means of accessing any necessary technology for whole group instruction only. The principal should be notified of any violations of the use of the device.

Terms and Conditions for Use:

1. Students will follow the classroom rules of device use as explained by the teachers.
2. Students will treat all devices and equipment with care.
3. Students will use the internet for education only and access sites authorized by their teachers.
4. Students will tell a teacher right away if they encounter content that makes them feel uncomfortable, or is not appropriate, and they will not invite other students to view it.

### **Transportation/Bus Conduct**

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

### **Transportation Director**

The transportation director can be reached at, 993-5321 or by cell phone 515-779-1330 from 6:30 am – 5:00 pm daily if your child will not be riding the bus or you need other information.

### **Transportation Information**

Detailed information on bus routes, walk zones and several other transportation topics can be found on the school website: <http://www.admschools.org/district-2/departments/transportation/>.

### **Morning Pick-up**

The pick-up time is an approximate time that may vary with route conditions, weather, equipment, etc. It is recommended that students be ready a few minutes ahead of time. If your child/children will not be riding the bus, you may call the transportation line at 993-5321. Adel Elementary will have direct radio contact with all buses to share necessary information. ***The bus driver is not required to wait for students at a bus stop who are not present at the designated pick-up time.*** Students must wait for the driver's signal before crossing the road to board the bus.

### **Bus Radio System**

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

## **Bus Video Cameras**

The Adel DeSoto Minburn Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the school buses, to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. Parents or guardians will be permitted to view portions of tapes concerning their child.

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

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

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

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

## **School Bus Discipline Policy**

Please understand that students riding on school buses must obey all regulations governing their riding a school bus or the student may forfeit the right to ride the bus.

The following procedures will be used in maintaining student discipline on the school buses.

1. The bus driver will tell students when they are not following the rules. Parents will be notified when appropriate.
2. The driver, Transportation Director, Principal or Superintendent can assign a student to a seat.
3. Students continually or seriously violating the rules are to be reported to the Transportation Director or Principal by the driver and a written Bus Conduct report will be completed. The student will be given the white copy of the Bus Conduct report to take home to the parents. The parents will then comment and sign the report and send the report back to the driver. The driver will turn the signed copy in to the Transportation Director.
4. Based on the seriousness of the violation and the students disciplinary history, the Transportation Director will determine if riding privileges will be revoked.
5. The following are grounds for immediate revocation of bus privileges.
  - Assaults against other riders or the driver.
  - Verbal attacks or threats to other students or the bus driver.
  - Intentional damage to the school bus.
  - Bullying other students or fighting.

The following consequences will apply

1. **First Bus Conduct Report:** The student may be placed in an assigned seat or denied bus privileges. A copy will be sent home to parents to be signed and returned to the driver.
2. **Second Bus Conduct report:** The student may lose the privilege of riding the bus for up to five actual school days. A copy will be sent home to parents to be signed and returned to the driver. The Transportation Director will give the parents a telephone call regarding the problem.
3. **Third Bus Conduct Report:** The student may lose the privilege of riding the bus for up to 45 actual school days. A copy will be sent home to the parents to sign and return to the driver. The parents will be notified by a telephone call explaining that a fourth bus conduct report will result in the loss of the privilege to ride the bus for the remainder of the school year.
4. **Fourth Bus Conduct Report:** The student may lose the privilege to ride the bus for the remainder of the year. The parents will be responsible for transporting the student to and from school.

**Reinstatement of bus riding privileges will come only after a conference with the student, parents, bus driver, Transportation Director and the school principal.**

**The loss of riding privileges may be appealed to the Superintendent and the School Board.**

### **Breakfast/Lunch Program**

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

Guidelines for qualifications for free or reduced rates apply for both lunch and breakfast tickets. Forms may be obtained at [admschools.org](http://admschools.org). Exceptions are made when students are from the same family (for example: brother and sister).

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

### **Breakfast Guidelines**

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

### **Lunchroom Guidelines**

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

1. Students will wait quietly in the lunch line.
2. The person in charge of the lunchroom will instruct each student as to where they should sit.
3. It is expected that each student use good table manners as a courtesy to everyone in the lunchroom. This includes no playing with the food on their trays and using their straws in an appropriate manner.

4. Students should remain seated. If they need to get the attention of the lunchroom person, they are to raise their hands.
5. Students are not allowed to trade food.
6. Students will listen to and follow directions.

## **OTHER RULES AND REGULATIONS**

### **Citizenship**

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

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

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

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

### **Care of School Property**

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

### **Books/Textbooks**

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

### **Student Lockers**

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

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

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

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

### **Inappropriate Items at School**

Students may not possess real or fake radios, televisions, water guns, toys, CD players, MP3 players/iPods, video games, beepers, weapons, and other similar items on school grounds or at school activities. The items will be taken away from the students and returned at a later date. Cell phones are to be turned off and kept in the student's backpack while at school. If a student uses an electronic reader at school, they are asked to follow the Adel Elementary E-Reader Guidance document found at the end of the handbook.

### **Student Property at School**

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

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

### **Bicycles**

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

### **Rollerblades and Skateboards**

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

### **Gum and Candy**

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

### **Selling Items At School**

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

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

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

Treats for students have been part of recognizing a student's birthday at school for many years. We realize this is an individual preference type of activity and some students do this while others do not. All treats need to follow the allergy policy found on page 13/14 of the handbook.

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

Distributing party invitations at school creates problems because of who is and who is not invited. **Party invitations will not be distributed at school even in situations when the entire class will be invited.**

### **Posting of Information**

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

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

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

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

## **ACTIVITIES**

### **Assemblies**

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

### **Field Trips**

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

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

A parent permission form for all field trips off school grounds will be completed on Infinite Campus during student registration. Parents are requested to complete the permission for their child to participate in field trips off school grounds throughout the school year with prior notification being supplied by their child's teacher.

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

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

### **Activity/Field Trip Bus**

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

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

### **School Pictures**

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

## **NOTICES**

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

#### **Abuse of Students by District Personnel**

It is the policy of the Adel DeSoto Minburn Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Amy Hemphill ([515-993-4285](tel:515-993-4285)) or Matt Lohmann ([515-993-4584](tel:515-993-4584)), Level One Investigators.

The entire policy on abuse of students by district personnel is defined in Board Policy 502.13. The requirements of 281 Iowa Administrative Code Chapter 102 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by district personnel.

### **Definitions**

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

### **Enrollment Regulations**

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

## **Nondiscrimination Statement**

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (for employment), national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, creed, or genetic information (for employment) in admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries or complaints concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Eric Brown, Business Manager  
District Administration Center  
215 N. 11th St. Adel, IA 50003  
(515) 993-4283  
ebrown@admschools.org  
Office hours: 8:00 a.m. – 4:30 p.m. Monday through Friday

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

Or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560, FAX: (312) 730-1576, Email: OCR.Chicago@ed.gov.

## **Harassment/Bullying**

It is the policy of the ADM Community Schools to maintain a learning and working environment that is free from harassment and bullying. Harassment includes, but is not limited to, race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved, or school related activity or function where students are under the control of the school district or where the employee is engaged in school business. Violations of district policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

Students or employees who feel they have been harassed or bullied are encouraged to contact a school official. Procedures for addressing alleged harassment and bullying by school personnel are outlined in Board Policies 103, 401.3 and 502.13.

## **ADM Community Resources:**

- Ambulance/Fire/Law Enforcement: 911 or 515-993-4506
- Crisis Intervention and Advocacy Center (24 hour crisis line): 515-993-4095, 1-800-400-4884, 1-800-550-0004 (Spanish speaking number)
- Child Abuse/Neglect: 1-800-252-5400
- Dallas County Hospital: 515-465-3547

- YESS (Project Safe Place...provides immediate help and confidential help for ages 11-17 and their families): 515-282-9377
- Teen Line (When you just aren't sure who to talk to, teen line can help confidentially): 1-800-852-8336
- Youth Law Hotline: 1-800-728-1172
- Monte Keller, School Resource Officer: 515-993-4584 (ADM High School) or 515-993-6723 (Adel Police Office)
- Sexual Abuse/Assault Toll Free Youth Support line: 1-800-779-7233 (SAFE)
- West Central Mental Health: 515-993-4535
- Hawk-I Health - online application - <http://www.hawk-i.org/>
- Iowa Legal Aid - <http://www.iowalegalaid.org>

### **Homeless Students**

In accordance with Chapter 33, Iowa Administrative Code, the Adel DeSoto Minburn Community School District encourages homeless children and youth to enroll in school. For information, please contact the Superintendent's Office, 215 N 11<sup>th</sup> Street, Adel, Iowa, 50003. Phone number: 515-993-4283.

### **Human Growth and Development**

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

### **Open Enrollment**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates: March 1, 2021 - Last day for regular open enrollment requests for the 2021-22 school year. Kindergarten only 2021-22 deadline: September 1, 2021.

For further details, see the Department of Education website at <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment> or contact Debbie Stiles in the ADM District Administration Center at 993-4283 ext. 7090.

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

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

### **Student Directory Information**

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

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

## Student Records Policy

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

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

Adel Elementary	Mrs. Kimberly Anderson	515-993-4285
Meadow View Elementary	Mrs. Jodi Banse	515-478-1321
DeSoto Intermediate	Mrs. Amy Hemphill	515-834-2424
ADM 6-8 Middle School	Mrs. Kim Timmerman	515-993-3490
ADM High School	Mr. Lee Griebel	515-993-4584

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

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

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

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

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

**Waiver of Student Fees**

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

Adel DeSoto Minburn School District  
Medication Authorization Form

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

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

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

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

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

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

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

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

2) Physician provides written authorization containing:

- Purpose of the medication
- Prescribed dosage
- Times or circumstances under which the medication is to be administered
- Contradictions or side effects

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

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

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

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

Medication	Dosage	Route
Purpose of Medication and Instructions		
_____ Prescriber's Signature	_____ Date	

HARASSMENT COMPLAINT FORM

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

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

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

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

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

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

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

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible)

Any other information \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## E-Reader Acceptable Guidance & Agreement Form

### Parent/Guardian Agreement

I authorize my child to bring their e-Reader to Adel Elementary with the understanding that it is to be used as a tool for reading only and that my child will comply with the aforementioned e-Reader Guidance Doc. I understand that Adel Elementary is not responsible for any damage for loss associated with my child's e-Reader, nor is it responsible for any costs incurred relating to the downloading of content to the device or access to any content providers through the device. I also understand that this privilege is designed for educational purposes only and that a violation for the e-Reader may result in my child losing the privilege to bring their e-Reader and/or other school discipline.

I also recognize that it is impossible for Adel Elementary staff to monitor all activity on personal devices, and the student, parent, and/or guardian will not hold Adel Elementary, or any individuals employed with Adel Elementary responsible for damages related to my child's use of the e-Reader or for content viewed by any student on the e-Reader, including via a personal connection.

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

e-Reader Make/Model: \_\_\_\_\_

e-Reader Serial Number: \_\_\_\_\_

e-Reader MAC Address: \_\_\_\_\_