

## TABLE OF CONTENTS

District Plan on a Page	2
Attendance	3
Absentee Assignments	3
Anti-Bullying/Harassment	4
Birthdays	4
Class Parties	4
Bus	5
Child Custody	5
Classroom Interruptions	5
Commemorative Book Program	4-5
Daily Time Schedule	6
Dismissal at the End of the Day	6
Dismissal During the Day	7
Damaged or Stolen Property	7
Dress Code	7
Electronic Equipment/ Cell Phones	8
Field Trips	8
Food Service	8-9
Health	9
Blood Pressure	
Communicable Disease	9
Dental Care	9
Medication Policy	10
Lead Testing	11
Health Concerns	11
Heights and Weights	12
Hearing Screening/Speech Therapy	12
Immunizations	12
Over the Counter Medication Permission Form	13
Vision Screening	14
Parent Contact Regarding Health Issues	14
Home/School Communications	15
Homeless Children	15
Non-Discrimination Policy	16
Notification of General Education Interventions	16
Physical Education	16
Recess	16
School Cancellations/Delays	17
School Telephones	17
School Visitation	17
Seclusion & Restraint	18
Student Expectations	18
Student Fees	18
Internet Payment of Fees	19
Student Fee Collection	19
Student Pictures	20
Student Progress	20
Student Records	20
Student Records (Release)	20
Valuables	21
Weapons Policy	21



# WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT

<b>Strategic Plan</b>
<b>2018 - 2023</b>
<b>VISION</b>
<b>Success for All</b>
<b>MISSION</b>
<b>Empower confident, well-prepared citizens to excel in the 21<sup>st</sup> century.</b>
<b>CORE VALUES</b>
<b>All Children Can Learn</b> Engaging instruction and assessment accommodate a variety of learning styles and aptitudes.
<b>Accountability and Responsibility</b> Learning is a shared responsibility among families, students, and staff.
<b>Continuous Improvement</b> A commitment to open communication, continual feedback, and specific, attainable, and data-driven goals increase achievement.
<b>Challenging and Rigorous Curriculum</b> Curricula and instruction are based on sound research, high expectations, and innovative learning environments.
<b>Visionary Leadership</b> Leadership sets and communicates direction while modeling collaboration, fostering motivation, and sharing responsibility.
<b>Safe Environment</b> A healthy and safe learning environment encourages relationship building and supports positive self-concept and acceptance.
<b>GOALS</b>
<ul style="list-style-type: none"><li>• Improve student growth and achievement in literacy, math, science, social studies, and twenty-first century skills.</li><li>• Provide a safe environment that supports student social, emotional, and behavioral development.</li><li>• Create a productive learning environment that utilizes exemplary professional practices.</li><li>• Obtain efficient, effective, and equitable use of resources to provide district unity.</li><li>• Ensure a satisfying and productive partnership with families and communities.</li></ul>
<b>GUIDING PHILOSOPHY</b>
<b>Better Every Day</b>

## **ATTENDANCE**

Students are expected to be at school except in case of illness or emergency. In the event your child will be absent from school for any reason, please call the office before 8:30 am. School attendance is very important. The State requires 148 days per year – 37 days per quarter.

Cascade Elementary	852-3335
Dyersville Elementary	875-8484
Epworth Elementary	876-5514
Farley Elementary	744-3308
Peosta Elementary	588-9010

## **ABSENTEE ASSIGNMENTS**

Students are required to make up assignments missed. For extended absences work may be sent home with another student as determined by the classroom teacher. When students or parents are picking up homework for another student, the teacher should be notified in the morning so it will be ready at the close of the school day.

## **ANTI-BULLYING/HARASSMENT**

Western Dubuque Community School District (WDCSD) is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the WDCSD School Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;

- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Any individual who believes they have been harassed or bullied should follow the district complaint procedures, and the complaint will be investigated.

## **BIRTHDAYS/ Classroom Parties**

**The safety of our children is of utmost importance and unfortunately food treats are not an option.**

**We have many students with a wide range of severe, life threatening allergies to various nuts, milk products, wheat, soy, strawberries, kiwi, and much more. Although we are very diligent about monitoring the treats that come into the office, it is exceedingly difficult to verify the ingredients in every food product that is brought to school.**

**Non-Edible treat suggestions for birthdays include:**

- **Donate a book to the school library or classroom in honor of your child's birthday with his/her name inside.**
- **Have your child bring their favorite book to share and the teacher or child will read it to the class.**
- **Donate a ball or jump rope to the classroom for recess.**
- **Provide each student in class with a**
  - **colorful pencil,**
  - **stickers,**
  - **erasers**
  - **bookmarks,**
  - **chalk**

**Recognition of birthdays or other special events with the delivery of flowers, balloons, stuffed animals, etc. is not allowed.**

## **CLASS PARTIES**

Classes may have room parties to celebrate various activities such as the end of a trimester. If a parent wishes, for personal or religious reasons, he or she may elect to have the child excused from any party and an alternative activity will be provided.

## **BUS**

Drivers will be contacting parents of students riding the bus about a week before school begins to let parents know what time their child will be picked up and returned.

Students riding the bus are expected to conduct themselves in an acceptable manner. Misbehavior will be reported and will result in a conference with the Transportation Director. If the problem persists, it will lead to a parent conference and possible suspension of riding privileges.

Students may not bring guests on the bus due to safety and security concerns. Please see Transportation Handbook.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both the mother and father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like custody or visitation, the office must have a copy of this court order. If we don't have a court order we assume both parents have equal rights to pick up children at school and all other contact situations.

## **CLASSROOM INTERRUPTIONS**

On occasions it may be necessary to bring articles to school for your child. Please leave them in the office for your child to pick up. Only in emergencies should the intercom interrupt the classrooms. Parents are asked to call ahead of time if they plan to visit the classroom. Upon arrival, please sign in at the office.

## **COMMEMORATIVE BOOK PROGRAM**

The Commemorative Book Program initiated in 1993 offers patrons the opportunity to purchase books for our district libraries to honor a special event or to enhance the present collection. Opportunities include:

- honor or awards bestowed
- celebration of birthday or anniversary
- in memory of a loved one
- to show support for reading
- to honor achievement by group, class, club

Contact the school if you would like a list of good books when making a purchase. A sticker will be placed in the book to designate it as a commemorative book.

**DAILY TIME SCHEDULE**

School	Teacher Arrival	Breakfast	Instructional Day	Dismissal	1 hr early out	2 hr early out	3 hour early out	1 hr late arrival	2 hr late arrival
Cascade Elementary	7:45 AM	7:40-8:05	8:05-3:00	3:00	2:00	1:00	12:00	9:05	10:05
Farley Elementary	8:00 AM	7:50-8:20	8:10-3:10	3:10	2:10	1:10	12:10	9:10	10:10
Dyersville Elementary	7:45 AM	7:30-8:05	8:05-3:00	3:00	2:00	1:00	12:00	9:05	10:05
Epworth Elementary	8:00 AM	7:50-8:10	8:10-3:10	3:05	2:10	1:10	12:10	9:10	10:10
Peosta Elementary	7:45 AM	7:45-8:05	8:05-3:05	3:00	2:05	1:05	12:05	9:05	10:05

The school operates on a Monday through Friday schedule. For the K-6 students, this means that they have music, physical education twice during a 5 day week. Art is taught one time during the 5 day week.

If parents bring their child they should arrive at the time acceptable to each building. Teachers are often in meetings previous to that time or are involved in lesson preparations for the day. Buses take priority in front of the school during arrival and departure times. Please do not park anywhere directly in front of school at those times.

A note or phone call to the office is necessary if there is a change in your child’s normal dismissal routine.

**DISMISSAL AT THE END OF THE DAY**

We request that all families follow dismissal procedures.

**DISMISSAL DURING THE DAY**

To increase the safety of our students when they are dismissed during the day, you should send a written request to the school stating the time when the child should be dismissed and who is picking up the child. At the time you or your designee are picking the child up you should report to the office and sign the child out. ***Students will not be called to the office until the parent/guardian arrives.*** The secretary will then notify the classroom teacher and the student will be sent to the office. Please do not go directly to the classroom to pick up the child. If the office personnel are not familiar with who is picking up the child, the office staff will request identification. These procedures are in place to secure the safety of all children in our school.

## **DAMAGED OR STOLEN SCHOOL PROPERTY**

Parents or guardians shall be responsible for the willful damage to the school building, furniture, grounds, textbooks, or other property of the school caused by the students. The damage/theft will be assessed by the principal at the replacement cost.

## **DRESS CODE**

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, mall, park or your neighborhood but are not appropriate for school. Our intention is not to become “fashion police”, but to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Students can not wear clothing advertising or promoting items illegal for use by minors (i.e. Monograms or writing referring to drugs, alcohol, sexual or racial references or swearing). Students can't wear shoes with cleats in the building, half shirts, halter-tops or short shorts. Students should not wear any type of open shoes on the playground equipment or in wood chip areas. (This is a safety concern.)

Students should think ahead for the kind of weather it is going to be at recess and on the way home. Wear warm clothing, boots, warm coats, hats and mittens when the weather is cold. If students forget to wear boots, they may not be able to play where they could get their feet wet.

Parents are asked to label younger children's personal belongings such as tennis shoes, boots, mittens, etc., in order to avoid loss or mix-ups. This will allow misplaced items to be returned to the student.

During physical education class, students are expected to wear tennis shoes and clothing that allows for freedom of play. Students are encouraged to leave a pair of tennis shoes in their lockers at school for use during P.E. class.

### **ELECTRONIC EQUIPMENT –Cell Phones**

Students may not use electronic equipment such as iPods, cell phones, wearable technology such as wifi enabled SMART devices, etc. on school property without express permission from school personnel.. The entire school day is classified as instructional time ie. from arrival through dismissal. On the first violation, the student may retrieve the electronic item (i.e. cell phone) at the end of the school day from the office. On the second violation, the electronic item such as a cell phone will be kept in the office and returned only to the parent or guardian. On the third violation, the electronic item (i.e. cell phone) will be kept until such time as a parent or guardian retrieves it and disciplinary action may be taken against the student for failure to follow the guidelines. The school assumes no liability for lost or stolen items. Cell phones or wearable technology are not allowed in restrooms, locker rooms or any area where privacy is an expectation.

### **FIELD TRIPS**

Field trips are an extension of the students’ learning experiences. This year parents/guardians will be asked to sign one permission form allowing your child to attend all school field trips with his/her class during the school year. Prior to each event, classroom teachers will inform parents of upcoming field trips and the need for parental involvement as chaperones.

### **FOOD SERVICE**

All accounts are set up as “Family Accounts” this means that each family has an account that contains each student attending one of the Western Dubuque Schools. The negative balance policy will be set up on a per-student basis.

Students may charge any combination of meals up to a negative balance of \$5.00 per student. In a family with 1 student, the limit is \$5.00, 3 students is \$15.00 and so on. Once this limit has been reached, each student will be given a sandwich (either peanut butter & jelly or cheese) and milk for lunch or toast and milk for breakfast. This lunch or breakfast will not be charged to the student’s account.

If negative, students that qualify for free meals will be allowed one breakfast and one lunch per day only and will not be allowed to make any additional purchases. Students **MUST** have funds available in their account to purchase a second meal, extra items or ala carte.



Deposits brought to school are usually not recorded the same day. We suggest that you pay in advance or pay online so funds are available. If the check is given directly to the cashier in one building, other buildings will not know immediately the payment has been made. All payments will first be applied to any outstanding negative balance on the account. Students are notified verbally when their account falls below a positive balance of \$5.00.

Visitors are welcome to enjoy lunch with his/her children; however, we encourage you to put additional funds in the account to cover these charges. District staff that wish to use their meal account, may charge any combination of meals up to a negative balance of \$6.00. Once this balance is reached, payment must be made before additional charges will be allowed.

If you have an email address and wish to be notified when your account balance is low, make sure we have your current email address on file. All account information, including student activity, online payments and low balance notifications are available online at <http://www.lunch.wdbqschools.org>. If you need account information or assistance, please call the Food Service office at (563)744-3885.

Kyle Gansen, Food Service Director – ext. 6041 [kyle.gansen@wdbqschools.org](mailto:kyle.gansen@wdbqschools.org) is available to help with any questions or concerns you may have.

## **HEALTH**

### ***BLOOD PRESSURE***

Blood pressure screenings will be performed one time in the elementary grades, with appropriate follow-up.

### ***COMMUNICABLE DISEASE***

Please report all communicable diseases to the school nurse as soon as it is diagnosed. Be sure your child is fully recovered before returning to school.

***Communicable Diseases:*** Western Dubuque Community School policy on Staff or Students who contact Communicable Diseases is contained in the School Policies #403.3 and #507.3. If you need any specific information on this, please contact the Superintendent.

### ***DENTAL CARE***

Proof of a dental appointment will be required for each student entering Kindergarten. Appointments should be made yearly with your dentist so that any necessary dental work can be done. Good dental care is important to a child's health. The students may be

excused for dental appointments. However, we encourage you to schedule their appointment during the summer or on teacher in-service days according to your school

### ***MEDICATION POLICY***

Our school follows guidelines set forth by the District Medication Policy 507.2 and the Department of Education. Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secured area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. According to Iowa Code 280.16, these students may possess and self-administer the required medication if:

- The student's parent or guardian provides the school with written authorization for the self-administration of medication.
- The parent/guardian must also provide to the school a written statement from the student's physician containing the following:
  1. The name and purpose of the medication
  2. The prescribed dosage.
  3. The times or the special circumstances under which the medication is to be administered
    - The permission for self-administration is good for one year and must be renewed yearly.
    - If the student misuses the privilege, the privilege may be withdrawn.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container which is labeled by the pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including; the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

A limited selection of over-the-counter medications will be available and administered as needed for students in PreK-12 grades based on student self-assessment. Students who request over-the-counter medication must have a written approval from their parent or

guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in PreK-6 grades. Consent forms will be sent home to parents/guardians at the start of each school year. An administration log of over-the-counter medication will be maintained at each school.

### ***LEAD TESTING***

Effective the 2008-2009 school year all students entering Kindergarten will be required to have a blood lead test. Parents do NOT have to bring copies of blood lead test results when they enroll their children. Within 60 days of the start of school, the state health department will ask the school to send a spreadsheet or electronic file that contains a list of students (name, address, date of birth) of Kindergarten students. The results of all blood lead testing is reported at the state level, so they will match the list from school with their database and let school personnel know who has NOT been tested. We will then work with parents/guardians, local public health, and local providers, to complete the required testing.

### ***HEALTH CONCERNS***

The following is helpful information for parents concerning health matters:

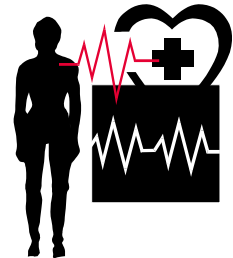
**Accidents/Emergencies:** Parents/guardians are asked to provide the school with home and work phone numbers, as well as another emergency number, which could be used in case of an accident or emergency. Please include cell phone numbers for both parents, if applicable. Parents will be notified of any injury in need of immediate medical care as soon as possible. If we are unable to contact parents, we will notify the person listed as the emergency contact. Please remember to keep us informed of any changes throughout the school year to facilitate this communication.

### ***HEALTH CURRICULUM***

As required by State Law, schools must provide you with the health topics that will be covered at most grade levels. They are: Nutrition, Dental Health, Safety and Survival Skills, Human Growth and Development, Consumer and Community Health, Human Sexuality, Environmental Health, Personal Health Care, Substance Use and Non-Use, Prevention and Control of Disease, and Emotional and Social Health.

If you wish to inspect any health materials prior to their use in your child's classroom, please contact the principal's office to arrange a scheduled time when you can look at them. The law also states "a pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files with the appropriate principal a written request that the pupil be excused from the instruction." If, after a parent has inspected the curriculum, they want their child excused from certain parts of the program, forms to make this request are available in the principal's office.

There are many concerns in today's society about health and safety, particularly as it pertains to the future health and safety of our children. We recognize the important roles of you, as parent, in this challenge. It is our hope that we can assist you in meeting that challenge so that our children can realize a healthy and safe future.



### ***HEIGHTS AND WEIGHTS***

A minimum of once per year heights and weights will be checked on all K, 1, 2, and 3 grade students. Other students may be done by request of the parent, teacher, physician or as deemed necessary by the school nurse. This information will be recorded on the student's health file and any significant changes from previous recordings will be followed.

If you do NOT want your child to be screened at school, it is your responsibility to notify the school nurse or principal in writing before the screenings take place. If we do not hear from you, this is considered your consent for participation.

### ***HEARING SCREENING/SPEECH THERAPY***

The goal of hearing screening is to detect any hearing losses that can interfere with academic success. Keystone Area Education Agency (AEA) personnel will do screenings on students in grades PreK 5 year olds, K, 1, 2 and 7 as well as students with known hearing losses. Any student may also be referred for a hearing screening any time during the school or if it appears they may be having hearing difficulty.

### ***IMMUNIZATIONS***

Children are required by law to have the necessary immunizations before school entrance. Proof of immunizations is required the first day of school. We ask that throughout the child's life, he/she will continue to have the necessary booster, please notify the school of the month, day, and year of the shot so we can keep their record up to date.

**MEDICATION POLICY**

**OVER-THE-COUNTER MEDICATION PERMISSION FORM**

Grades PreK-6

The following over-the-counter medications will be available to students in grades PreK-6 with prior written approval from the parent/guardian. Signature on the bottom of this form is my yearly authorization to give my child these medications. Written approval from parent/guardian must be provided annually.

Please check the medication(s) your son/daughter may receive for minor health problems. These medication(s) will be given following the District's written protocol. No medication will be administered without prior verbal consent of the parent/guardian to discuss dosing, allergies, or other underlying health concerns.

School year: 20 - 20

School building: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

I give permission for \_\_\_\_\_ to receive the  
(student name)

medication(s) checked below, according to the protocols of the school nurse.  
Generic forms of the medications may be used.

- Acetaminophen (e.g. Tylenol)
- Ibuprofen (e.g. Advil, Motrin)
- Lozenges (Cough drops)
- Hydrocortisone cream (Itch-relief)

Please list all known allergies (medication or other): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## **VISION SCREENING**

This is done to find students who might benefit from a professional examination. Students may also be screened on referral by teacher, parent, or student. This does not necessarily mean that glasses will be needed, but that further examination is recommended. A color test is given to every first and second grader. Color vision does not change; so one test is all that is necessary.

## **PARENT CONTACT REGARDING HEALTH ISSUES**

*Periodically parents question what criteria are used to notify parents that their child was in the health office during the course of the school day. As most of you are aware, we do not have full-time coverage in the health office. Not every child that comes to the health office is seen by the school nurse and students often come to the health office to rest with minor headaches, stomachaches and to take ice packs for bumps and bruises. When it is apparent a child has a significant health problem, every attempt will be made to contact a parent/guardian but you will not be called each time your child is in the health office.*

*A significant health problem would include the following situations:*

- *A child who is vomiting*
- *A child with recurrent diarrhea stools*
- *A child with a fever 101 or higher*
- *A child with difficulty breathing*
- *A child sustaining an injury or other illness that may require medical attention*
- *A child with a health concern that does not allow them to perform in the classroom similar to their peers per teacher report.*

*A Parent will always be contacted before administering any over-the-counter medications as per school policy. Students will be playing outside during recess and physical education classes. It is important that our students engage in all types of activities. Exercise and a break from class have been proven to benefit children in many ways both physically and mentally. Similar to outdoor play at home, students can experience minor bumps, bruises, and scrapes while playing. A Parent will be notified of serious incidents. In most cases we will try our best to contact you if your child experiences a significant bump on the head or face. In the event your child has special health care considerations, this will be taken into account and staff will be instructed on proper procedure via a written Healthcare Plan. Please understand that with the number of students visiting the health office in a given day it is impossible to contact every parent and may cause problems for some to be repeatedly contacted while at work. We also have non-medical personnel working with students who cannot be expected to make medical decisions, so often it is a judgment call.*

*The health and safety of the students is our primary concern and we will do everything possible to keep them safe. Together we will continue to work to make Western Dubuque Schools a healthy and safe learning environment for all. Feel free to contact your school if you have any questions.*

## **HOME/SCHOOL COMMUNICATIONS**

Frequently you will receive written communications from school. Important dates and events will be included so you may be informed concerning our school programs and planned activities. Ask your child each day about his/her school day and if he/she has any notes for you. We will communicate with you using the following: report cards, parent conferences, newsletters, telephone, and electronic communications. We encourage and appreciate your responses.

## **HOMELESS CHILDREN**

The Western Dubuque Community School District strives to provide appropriate and successful services for the education of homeless children.

Chapter 22 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Mary Jane Maher, the District’s liaison for homeless children and youth, at 563-744-3885 X 5103.

## **NON-DISCRIMINATION POLICY**

### **NON-DISCRIMINATION STATEMENT**

Pursuant to Title IX and other applicable state and federal laws, it is the policy of the Western Dubuque County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and activities and its employment practices, including applicants for employment.

The District has grievance procedures for processing and resolving discrimination complaints, including formal and informal Title IX sex discrimination and sexual harassment complaints, and will respond to complaints accordingly. Discrimination employment grievances that do not fall

under Title IX should be directed to Rick Colpitts, Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6004, rick.colpitts@wdbqschools.org. Grievances related to this policy for employment matters that fall under Title IX and grievances for any program/student matters should be directed to Vicky Coyle, Title IX and Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6040, vicky.coyle@wdbqschools.org. If you have any questions related to this policy, please contact Vicky Coyle. Title IX inquires may also be referred to the U.S. Department of Education, attn. Assistant Secretary, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202, 800-421-3481, OCR@ed.gov.

## **NOTIFICATION OF GENERAL EDUCATION INTERVENTIONS**

The Western Dubuque County Community School District uses a multi-tiered system of supports (MTSS). MTSS is a set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught and how the student responds to these processes. During the process, school personnel including special education staff and Keystone special education personnel may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

## **PHYSICAL EDUCATION**

Physical Education is a required class for all students. Their regular participation is expected. All students should have tennis shoes for P.E. and wear appropriate clothing. Students are encouraged to have an extra pair of tennis shoes in their locker for use during P.E.

Students who are under a doctor's care should request a written excuse from their doctor to be given to the school nurse or the principal's office. When students experience an illness/injury but are not under a doctor's care, they may be excused from physical education class if they receive a school nurse's medical excuse. If this situation persists and a doctor is still not involved for whatever reason, Student Assistance Team (SAT) meeting will be called to determine further intervention needs.

An excuse for medical reasons given by a doctor or the school nurse permits that student to be excused from classes requiring physical activity. Students may be required to complete teacher assigned class work.

## **RECESS**



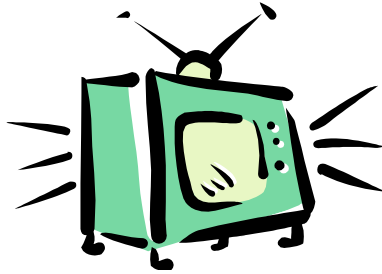
All students are expected to participate in outdoor recess activities. The only exception would be a health/injury documented by a physician. Please be sure your child dresses appropriately for outdoor play. Boots are required when snow is on the ground.

## **SCHOOL CANCELLATIONS/DELAYS**

School cancellations and delays are broadcast on local radio and television stations:

### TV:

KCRG-TV 9  
KGAN-TV 2  
FOX 28  
KWWL-TV 7



### RADIO:

92.3 -- KKHQ  
92.9 -- KAT-FM  
94.7 -- KMCH-FM  
97.3 -- FM The Rock  
97.7 -- KCRR-FM  
98.5 -- KOEL-FM  
100.1 -- KADR/KCTN-FM  
101.1 -- FM The River  
102.9 -- KZIA-FM  
108 -- KFMW-FM

To receive text messages regarding delays and cancellations you may sign-up for alerts from GovDelivery. [www.govdelivery.com](http://www.govdelivery.com)

## **SCHOOL TELEPHONES**

Student use of school phones will be limited to emergencies.

## **SCHOOL VISITATION**

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teacher and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must have parent/guardian permission.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Board Policy Code No. 903.3

## **SECLUSION & RESTRAINT**

State law (Chapter 103) forbids school employees from using corporal punishment against any student. 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 limits school employees’ abilities to restrain or confine and detain any student. 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 your school. 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).

## **STUDENT EXPECTATIONS**

Effective school-wide discipline is essential for quality education. As educators, we believe “to discipline” is “to teach” so that all children will learn to become caring and productive citizens. We have a school-wide behavioral plan that all employees follow. A large part of our plan focuses on prevention and problem solving. Occasionally, some students will require intensive behavioral interventions.

## **STUDENT FEES**

Elementary student book fee is an annual fee. Please make check payable to Western Dubuque Schools. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are

eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## INTERNET PAYMENT OF SCHOOL FEES

### RevTrak (Online Payment Processing System)

**Would you like to make one easy convenient payment for all of your children, in any school building, at one time? Many parents have elected to use this simple payment option.**

**RevTrak** allows you to make all school-related payments online via credit card or debit card at your convenience from our District website. You can make payments of the following fees for the 2012-2013 school year at this time: textbooks, agendas, food services, city limits bussing, yearbook, activity passes, 4 year old preschool 4-day tuition, and other transportation fees.

#### How It Works:

- 1) Log on to the Western Dubuque website: [www.wdbqschools.org](http://www.wdbqschools.org)
- 2) Click on the "Online Payment System" Quick Link.
- 3) If you do not yet have a Parent Portal ID & password, please contact Mary Boge. 744-3885 ext. 6030
- 4) If you do not yet have a School Dining ID & password, please contact

### STUDENT FEE COLLECTION

1. Each building shall provide the business office a listing of unpaid fees within five days of their due date. The list shall contain the students name, specific fee amount owed and the parent or guardian's name and address.

<u>Fee</u>	<u>Due Date</u>
Textbooks	2nd Monday in September
Transportation Fees	10 days after activity begins
Late Run Fees	Prior to riding late run

2. The District business office shall send a formal invoice to the parents requesting payment for the unpaid fee within 30 days of the invoice date. The invoice shall include a notice that the unpaid amount will be turned over to Small Claims Court if not paid in full or other satisfactory payment arrangements have been agreed to between the parent and District business office.
3. If the District receives no payment within the specified time period, the District business office shall immediately file the claim with the Small Claims Court.
4. The following collection policy shall be used:
  - A. The District business office shall send an invoice to parents or guardians of students requesting payment within 30 days of the invoice date for all unpaid fees.

- B. After the 30-day period all remaining unpaid amounts shall be submitted to Small Claims Court.
- C. Second semester fees will be due within 30 days after the fee is incurred. Unpaid amounts shall be invoiced to the parents and submitted to Small Claims Court if they remain unpaid.

## **STUDENT PICTURES**

All students will have the opportunity to have their pictures taken early in the fall and again in the spring. Payment for fall pictures must be in advance, while payment for spring pictures is after you view them. Notification of the day pictures will be taken; along with price lists will be given to parents and students well in advance.

If you do not want your child photographed for the paper or our web page please notify the office in writing.

## **STUDENT PROGRESS**

Student progress will be communicated through Report cards and parent-teacher conferences. Conferences will be held two times per year. Parents or teachers may request additional conferences whenever they feel a need. **If a parent wishes to speak with the teacher privately at anytime, please call her/him to set up an additional conference.**

## **STUDENT RECORDS**

Parents have the right to:

1. Inspect and review their child's educational records.
2. Request an amendment of the educational records.
3. Consent to disclosure of personally identifiable information in the educational records.
4. Obtain a copy of the district's record policy by contacting the principal's office.
5. Withdraw a student's directory information from general release. This request must be submitted in writing to the building principal.
6. File a complaint with the U.S. Department of Education regarding alleged Non-compliance with the law.

## **STUDENT RECORDS (RELEASE)**

Parents have access to their child's permanent and cumulative records. If parents are divorced, we will provide equal access for each parent to student information when requested unless we have a copy of a court order on file, which limits the rights of one of the parents.

Certified school staff, clerical personnel responsible for the custody and keeping of the records, and certified staff of Keystone AEA who have legitimate educational interest will have access to student records. Other persons must have parent permission to view or copy student records.

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

- Name
- Telephone number listing
- Date and place of birth
- Dates of attendance
- Most recent previous school or institution attended by student

Any student, parent or guardian not wanting this information released to the public must make objections in writing to the principal or other persons in charge of the school in which the student is attending. It is desirable to renew this objection at the beginning of each school year. Copies of report cards or other records may be released to the home district of an open-enrolled student if it's requested. If your child transfers from the Western Dubuque School District, cumulative reports will be sent to the enrolling school upon a receipt of a request from that institution.

## **VALUABLES**

Each student may be provided a locker. Students are discouraged from bringing money or valuables to school. The school will not assume the responsibility for loss, theft, or damage to such items. If a child is to bring an article/item from home the teacher will notify you.

## **WEAPONS POLICY**

School Board Policy #502.6 prohibits students from bringing weapons or other dangerous objects to school. Such weapons and/or dangerous objects shall be taken from students and others who bring them onto school property. Parents of students who violate this policy shall be notified of the incident. Although toy weapons may not be harmful, they too, are not to be brought to school.