

**Mary Welsh  
Elementary  
Family Handbook**

**2017-2018**



**Our Mission**

**The Williamsburg Community School  
District engages and empowers students to be  
productive and informed global citizens.**



## Williamsburg Community School District

**Mary Welsh Elementary**

2383 Raider Drive

P.O. Box 270

Williamsburg, IA 52361

319-668-2301

319-668-9552 Fax

**Dave Widmer  
Elementary Principal**[www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us)**Michael Jepson  
Assistant Elementary  
Principal**

Dear Parents and Students:

Welcome to Mary Welsh Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook to provide a better understanding between the school and families. Please take time to read this handbook before your child begins school. Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Please do not hesitate to call for clarification.

Close cooperation between home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school. We welcome your suggestions.

On behalf of the Mary Welsh Elementary Staff, we would like to extend an invitation for you to visit school, attend your child's programs, and become an active member in P.A.L.S. We encourage you to contact your child's teachers with any questions or concerns.

Sincerely,

Dave Widmer  
Elementary Principal

Michael Jepson  
Assistant Elementary Principal

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Williamsburg 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 its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have any questions or grievances related to compliance with this policy, please contact:

Chad Garber, Williamsburg Equity Coordinator

810 West Walnut, Williamsburg, Iowa 52361

(319) 668-1059

Director of the Office of Civil Rights, U.S. Department of Education

Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661

(312) 730-1560 or (312) 730-1576, (fax) or [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the School District to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

All employees of the Williamsburg Community School District are informed that the district will not tolerate sexual harassment in the work place and that procedures exist to discipline those who discriminate on the basis of sex and that complaints regarding sexual harassment will be taken seriously.

## **PHONE NUMBERS FOR WILLIAMSBURG SCHOOLS**

\*Mary Welsh Elementary (Grades PK-6) 319-668-2301      319-668-9552 FAX

\*Williamsburg Jr/Sr High (Grades 7-12) 319-668-1050      319-668-9311 FAX

\*Transportation      319-668-1555

## **SCHOOL DAY**

**SCHOOL BEGINS: 8:20 AM    SCHOOL DISMISSES: 3:20 PM**

## **AFTER SCHOOL ROUTINE**

Please notify the school if your child's normal after school routine will change. Permission from the parent/guardian must be given for the school to allow a child to go home with a friend, ride a different bus, stay after school for ball practice, etc. If a note is not received, the student will follow the normal daily routine.

## **ATTENDANCE POLICY**

The Williamsburg Community School District requests that parents call the school when your child (ren) is going to be absent. When absences are caused by illness or emergency, the parents should phone Mary Welsh Elementary 319-668-2301 between the hours of 7:30 and 8:15 am. If we do not receive a call and a student is absent, we will call to make certain that the parent is aware of this absence.

**EXCUSED ABSENCES:** The school recognizes the following categories of absences:

- A. Documented Absences:** Absences that are approved by other than parental request-including medical hospital stays, doctor's appointments, dental/orthodontist appointments, and counseling appointments. **All require a signed and dated excuse from the practitioner within 24 hours of the visit.**
- B. Parental/Guardian Notification:** Absences that are requested by the parent-such as illness not excused by medical personnel (up to 5 days), family illness or emergency, funerals, family vacations, state contests, religious holidays.

**UNEXCUSED ABSENCES:** Absence that does not have approval of the school will be unexcused. After each unexcused absence a meeting may be held with the principal, parent/guardian and student to discuss the absence.

**TARDY:** Late arrival after 8:30 am to school or class will be considered tardy.

- All K-4<sup>th</sup> grade students who have 4 or more tardies are required to have a parent meeting with the school principal to discuss options to help get to school on time.
- All 5<sup>th</sup> & 6<sup>th</sup> Grade students who have 4 tardies are required to have a parent meeting with the school principal. After 6 tardies, the student will be required to make up their tardy time (minute for minute) after school.

Tardies which are verified for appointments will count on the official attendance record, but not toward the consequences.

**ABSENT ONE-HALF DAY:** A student will be counted absent one-half day if he/she arrives at school after 10:00 a.m. or leaves school prior to 2:00 p.m. Please keep this in mind when scheduling appointments.

The administration reserves the right to consider special situations on a case-by-case basis. Please feel free to contact the principal if you have questions concerning school attendance.

## BAND

Fifth and Sixth grade students have the option to participate in the instrumental band. The band meets two afternoons a week from 2:20 - 3:10 p.m. Concerts are presented in December and April. Students are given individual band lessons once a week for 15 minutes. There is no charge for lessons, but parents are responsible for instrument rental, lesson books, reeds, oil, etc. Please contact Mr. Landeros, if you have any questions.

## BREAKFAST AND LUNCH PROGRAMS

Applications for the free and reduced-price breakfast and lunch program are provided for all families when registering their children for school. Every parent will be given the opportunity to apply. If your circumstances change during the school year and you feel you may qualify for the program, please contact the school for an application.

Families are reminded to keep their School Dining meal account current. Reminder notes are sent home with your child once their account balance is at or below \$5.00. If your child's account runs out, he/she will not be allowed to charge their lunch or breakfast. On line payments are also available via RevTrack, Inc.

## BUSING **Bus Procedures**

Bus students should inform the bus driver, and school if they do not plan to ride the bus. If it is necessary for a student to ride a bus other than the one assigned, the student must bring a note from a parent. In addition, buses are equipped with two-way radios and in the event a parent would like to get a message to a bus driver during the route, they may call Robert Miller at 668-1555.

### **Bus Rules**

These rules apply for all regular bus routes, shuttle bus trips and field trips. **Any activity which worries or distracts the driver is objectionable and may endanger the lives of the students.** Besides the safety factor, transportation equipment is expensive and students are expected to cooperate in its maintenance and preservation. In order to operate a safe, efficient and economical transportation system, it is absolutely necessary that all passengers observe the following rules:

1. The bus driver may assign seats.
2. Be courteous
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy, take, or tamper with the possession of another.
10. For your own safety, do not distract the driver through misbehavior.

Students should report problems or concerns immediately to the bus driver.

### **Misbehavior on Bus:**

Penalty at the discretion of the transportation director and/or principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

### **CELL PHONES**

Students are discouraged from bringing cell phones to school. Phones brought to school should be for legitimate purposes, such as communication with parents. Cell phones are not permitted in the classrooms. If a cell phone is brought to school, it must be turned off and remain in the student's backpack/locker. Students needing to use their cell phones during the day, including recess, must receive permission from a staff member. At no time are cell phones allowed in the gym locker area. Also, students are not permitted to take pictures using cell phones at any time, unless permission is granted by a staff member.

Students unable to follow the cell phone policy will have their phone taken away, and returned at the end of the day. A second time it is taken away, a parent is required to pick up the phone at school. The school will not be responsible for lost, stolen, or broken phones.

### **CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to hold equal rights concerning their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we will provide equal rights to both parents.



### **CLOTHING DURING INCLEMENT WEATHER**

All children are expected to be outside during recess unless it is raining or extremely cold. During cold weather, students should dress warmly by wearing hats, scarves, and gloves or mittens. Please label all apparel to reduce lost items. **Please be sure that your child (ren) have boots during wet or snowy weather.** On muddy days students will be restricted to the blacktop and wood chips. Students also need to wear snow pants in order to play off the blacktop. On snowy days students will be restricted to the blacktop unless they have boots. Notes from parents excusing students from outdoor recess may be honored for up to two days. For periods extending longer than two days, a doctor's excuse will be needed.

## **DISTRICT INVESTIGATORS FOR ABUSE AND HARASSMENT**

### **Child Abuse Reporting - Board Policy #402.2**

Any certificated or licensed employee of the Williamsburg Community School District, who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for care of the child, shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms. **See Administrative Regulation for Board Policy #402.2**

### **Abuse of Students by District Employees - Board Policy #402.3**

It is the policy of the Williamsburg Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. For purposes of investigating reports of **Abuse of Students by District Employees**, the Williamsburg Community School District has appointed:

**LEVEL 1 INVESTIGATOR: Dave Widmer, Principal**

**ALTERNATE: Erica Wilkinson, Secondary Counselor**

**See Administrative Regulation for Board Policy #402.3**

### **Anti-Bullying Harassment – Complete Board Policy #104 is located in the back of this handbook**

The Williamsburg Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

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

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property
  2. Has a substantial detrimental effect on the student’s physical or mental health
  3. Has the effect of substantially interfering with the student’s academic performance
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

## COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building administrator, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.



## **DRESS**

Students wearing distracting apparel will be required to change. This may involve going home or isolation until resolved. The following apparel is considered distracting:

1. Short shorts
2. Tops exposing mid-section, front or back
3. Message advertising or implying use of tobacco, alcohol, drugs or sexual nature
4. Any clothing, too brief to properly cover the student
5. Caps and bandannas are not to be worn in the building at any time
6. Coats are not to be worn during the regular class day, unless conditions warrant
7. Flip flops are strongly discouraged by the school nurse. Many playground accidents can be avoided by students wearing sturdy, close toed shoes.

## **DUAL ENROLLMENT**

Home school students enrolled in class or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Williamsburg School Superintendent.

## **DUE PROCESS**

Any student/guardian has the right of explanation and/or appeal on any decision or discipline for violation of rules found within. Students also have the right to explain circumstances leading to individual violation of the rules.

## **DUES AND FEES**

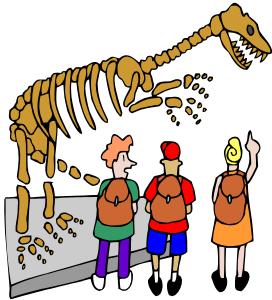
Students whose families meet the income guidelines for: free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. 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 principal at registration time for a waiver form. This waiver must be completed annually.

## **EMERGENCY DRILLS**

Periodically, the school holds emergency 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. 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.

## **FACEBOOK**

Group photos from classrooms, field trips, field day, concerts, etc. should not be posted on Facebook. Posting is allowed when the photo (s) contains only the image of the child of the person posting.



## **FIELD TRIPS**

Schools are not allowed to charge students a fee for field trips. However, we can accept donations from families to cover the expenses associated with field trips. The district will assume the cost of any child's fees when a donation is not provided. Our PALS group also generously contributes funds for field trips.

## **FOOD: POP, CANDY AND GUM**

Teachers may allow pop, candy and gum on special occasions; otherwise these items are not allowed at school and should not be brought to school.



## **HEALTH INFORMATION**

### **Chickenpox**

A student with chickenpox will be excluded from school from the onset of pocks until all pocks have become scabbed and dry. A minimum of 5 (five) days is generally required.

### **General Health**

For the protection of your child and others, please do not send your child to school with symptoms of any of the following:

1. nausea/vomiting
2. sore throat
3. fever (temperature 100F and above)
4. rash
5. untreated pinkeye
6. diarrhea
7. earache
8. persistent cough
9. other communicable illnesses

As a general rule, students placed on an antibiotic by their doctor should remain out of school at least 24 hours. Students that have been home with an elevated temperature should remain fever-free for 24 hours before returning to school.

### **Health/Emergency Contacts**

Each fall parents are asked to complete eRegistration through PowerSchool for each student enrolled in school. This process updates pertinent information (such as phone numbers & health information) necessary in providing a student with the best possible care should he/she become ill or injured during the school day.

School personnel must be aware of health problems that may manifest at school. Included among these are: allergies, breathing problems, visual or hearing limitations, orthopedic conditions, health conditions such as asthma, diabetes, seizure disorders and medication routinely taken by your child.

Since the school is not in a position to routinely care for the ill child the entire school day, it is imperative that we have current home and work phone numbers of parents/guardians. In the event that the parent cannot be reached, the number of an individual who can be contacted should be listed. Relatives or neighbors are possible choices. If there is a change in contacts or phone numbers please notify the school immediately; or login into PowerSchool and update the information online.

If a student becomes ill/injured at school the parent or person “authorized” by you will be contacted by phone and informed of the situation and asked for directives. No student will be sent home during school hours without the knowledge of a parent or “authorized” person. The student will remain in the office until he/she is picked up. The office shall notify the ill student’s teacher, in order to have homework and belongings brought to the office.

### **Lice**

When a student is found to have evidence of head lice, an effort will be made to contact the parent or guardian to inform them that a case of head lice has been observed in their child. The child may remain in school until dismissal with the provision they begin treatment before their child returns. Parents will be given written material to acquaint them with the nature of this infestation and what should be done to get rid of it as recommended by the Iowa State Department of Health. An attempt to remove ALL nits should be made before returning to school. Upon return to school, the student will need to bring “proof of treatment” such as the box top of the medicated shampoo and a letter from the doctor or parent. The student will be rechecked. If nits are found, the parent will be asked to continue to work on removal of the nits. If a child returns to school untreated the school nurse will visit with the parent to assist in coping with the problem. Upon reentry, the student will be rechecked periodically.

### **Life-Threatening Allergies**

If your student has been diagnosed with a life-threatening allergy, please report this information to the school nurse. The school nurse is responsible for the coordination of care, the education of the staff and the facilitation of information to all appropriate departments (ie: cafeteria, transportation). All student s and classrooms are treated with individual considerations. An Emergency Plan will be initiated by the school nurse. Please contact Nurse Deb or Nurse Kelli with your student’s life-threatening allergy information.



## Medication Policy

**A permission form with parent/guardian signature must accompany all medications at school.** Medication not in the original container and not accompanied by a signed permission form will not be administered. Medication given more than two weeks will need the prescribing doctor's signature. Please do not send or bring any medication to school unless absolutely necessary. Medication prescribed to be given three times a day does not need to be brought to school. It can be given before school, immediately after school, and at bedtime, unless the physician specifies otherwise.

Specific procedures for administering medication during school hours are followed. If it is necessary for a student to take the medication during school hours, written authorization and instruction as listed on the *Authorization and Permission for Administration of Medication Form* must be provided by the parent/guardian before school personnel can administer the medication. As per school policy, the medication is stored in a locked central location, administered at the designated time by school personnel and recorded. Forms may be obtained from the school secretary, principal, nurse, or from the WCSD web site.

**Prescription Drugs** are to be brought to school in the original container provided by and labeled by the dispensing pharmacist with prescription label intact, with the name of the student, name and strength of drug, amount and time to be given, date order (must be current) and name of doctor. The pharmacist will put the medication in one container for home and one for school if requested.

**Over-the-counter drugs** are to be brought to school in the original container, with label and directions intact. The student's name must be on the container.

## Nursing Services

The school district has one full time and one part-time nurse for the two buildings. Mary Welsh has a nurse on staff all day. The High School has a nurse in the building for the morning hours. If you have any questions, or if the school nurse can help during the school year, feel free to contact the school. Individual student information is confidential. Health services information and medication forms available on-line through the WCSD web site.

### **The State of Iowa requires students enrolled in school to have the following:**

- **Blood Lead Level test**

All Iowa children must have proof of a **blood lead test** before starting kindergarten, or as soon after as the parents are notified that the child needs a test. If a child was tested for lead poisoning at a younger age, and the Iowa Department of Public Health has a record of the test, then the child does not need another test to meet this requirement.

- **Dental Health**

A **dental screening** is required by the State of Iowa for children entering kindergarten. Children should be between the ages of 3 and 6 when screened, and the dental screening form must be on file at the enrolled school. If a dental screening form is not received within 90 days of enrollment, the school may elect to provide a dental screening exam by a qualified dental screening provider. Parents should notify the school nurse in writing if they wish to opt out of this possible screening.

- **Immunization Requirements**

The State of Iowa requires students enrolled in school to have the following minimum immunizations. A record of these immunizations must be on file at the enrolled school for the student to attend.

**Polio**: 3 doses, with at least 1 dose received on or after 4 years of age if born on or before September 15, 2003; or 4 doses, with at least 1 dose received on or after 4 years of age if born **after** September 15, 2003.

**Diphtheria/Tetanus/Pertussis**: 3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or before September 12, 2002; or 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born after September 12, 2000, but before September 15, 2003; or 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or after September 15, 2003; and 1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for students in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.

**Measles/Rubella:** 2 doses of measles/rubella-containing vaccine are required, the first dose on or after 12 months of age; the second dose should not be received less than 28 days after the first dose.

**Hepatitis B:** 3 doses of Hepatitis B vaccine if born on or after July 1, 1994.

**Varicella (chickenpox):** 2 doses of the Varicella vaccine are required on or after 12 months of age, if born on or **after** September 15, 2003, or none required if there is a history of natural disease. One dose is required on or after 12 months of age, if born on or **after** September 15, 1997, but before September 15, 2003.

- **Vision**

Legislation was passed by the State of Iowa, effective the 2015-2016 school year, requiring all children entering Kindergarten and Third grade to have a vision screening. The purpose of the vision screening is to improve the eye health and vision of Iowa's children. (Iowa Code 642, Chapter 52).

A screening will be accepted if done up to one year prior to starting Kindergarten and Third grade and no later than 6 months after the first day of school. Please see the Vision Screening form for acceptable screen providers. Vision screening forms can be turned in at registration, brought into the Mary Welsh school office or sent to school with your student to give to the school nurse.

### **SCREENINGS PROVIDED THROUGH NURSING SERVICES**



Hearing screening is provided by Grant Wood Area Education Agency every fall. Students in ECSE, kindergarten, first, second, and fifth grades will be screened. Students in other grades may be tested if there is a known history of hearing problems and all new students to the district. If a problem is found at the time of screening, the parents are sent a letter of referral by GWAEA. Parents who do not want their child's hearing checked will need to inform the school in writing before the screening.

Vision screening is no longer provided by GWAEA. A local eye care provider will be solicited if possible to screen students Pre through 5<sup>th</sup> grade.

Head lice screening is not done on a routine basis in the classroom. Parents need to be aware that with the start of school, brings the possibility of contacting head lice. Parents need to screen their children thoroughly on a weekly basis throughout the school year and notify the school nurse if lice are found. Cases of discovered head lice will be managed individually in the classroom and parents will be contacted to discuss treatment. An information letter will be sent home with students from the affected classroom and/or school building.



## **HOMEWORK**

Your child may be asked to work on assignments at home. Homework assignments should be completed and returned when due.

STUDENTS IN GRADES K-1-2 will normally not be given any homework except drill activities that parents can do with their child such as spelling words, math facts, etc.

STUDENTS IN GRADE 3 may have short assignments dealing with drill materials for math and language arts, also, research type activities such as procuring pictures from magazines and newspapers.

STUDENTS IN GRADES 4-5-6 will be expected to use some time at home for completing regular assignments as well as doing magazine and newspaper research, however these assignments should be completed within 30-45 minutes. Exceptions would be for research reports and make-up work following absences.

If your child typically has more homework than what is outlined in this policy, please contact your child's teacher. Staff can help you determine the reason for the extra time spent completing homework.

### **ASSIGNMENT BOOKS (4<sup>th</sup>-6<sup>th</sup> GRADE)**

Assignment books are required for all students, grades 4<sup>th</sup>-6<sup>th</sup>. The books will be provided at open house, or on the first day of school.

Procedure:

1<sup>st</sup> quarter-All students are required to write daily assignments in their assignment book. Students will mark assignments that are complete with a check. Work that is not yet complete should be circled.

Teachers will provide a list of assignments on the board for students to write in their assignment book. A parent signature is required each day in the assignment book, when it is returned to school.

2<sup>nd</sup> -4<sup>th</sup> quarters-All students will continue to write daily assignments in their assignment book. If a student is in good standing academically, a note will be issued from the school. This will give parents the option to no longer sign the assignment book. If a student should slip and begin to have late work, then it will return to a parent signature being required.



## **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## **ILLEGAL SUBSTANCE**

The use or possession of tobacco, alcohol, or any controlled substance by students while on school grounds or attending organized school functions is prohibited. Any violation may result in suspension, parent/guardian conference, referral to police department and/or referral to the student assistance team.

## **LIBRARY**

All students have the opportunity to use the Library Media Center (LMC). Each classroom is scheduled to visit the library on a regular weekly basis. The LMC provides access to both print and non-print materials. It is equipped with computers that are connected to the local area network and also to Internet. An automated catalog and circulation system provides students with access to the library collection. Online databases are available through [www.iowaeeaonline.org](http://www.iowaeeaonline.org) for students to use at school or at home. The login user name and password are available through library staff.

### Circulation Policy:

- Grades PK-1 check out materials for one week. Magazines are kept at school.
- Grades 2-6 check out materials for two weeks.
- Materials may be renewed for an additional circulation period or more if there are no other students waiting for the materials.
- No fines are charged for overdue materials, but students are encouraged to return items on or before the due date. Failure to do so may result in the loss of check-out privileges.
- A replacement fee will be charged for damaged or lost materials

The library is considered a learning place and an extension of the classroom. While in the library, students are expected to use time wisely and to act responsibly.

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and the appropriate forms. Transportation for open enrolled students is the responsibility of the parents.

## **P.A.L.S.**

The elementary schools have a Parents And Leaders for Students (P.A.L.S.) organization. Members may include parents, teachers and other citizens who are interested in our children's education. P.A.L.S. raises funds for "extras" for the elementary schools including: computers, software, library accessories, playground accessories, equipment and sponsoring various assemblies. Please contact the school for more information concerning activities and P.A.L.S. meeting dates. All parents are invited to the monthly meetings. Parents do not need to be a board member to attend.

## **PARENTS' RIGHTS**

Parents/Guardians in the Williamsburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and the baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 668-1059.

The Williamsburg Community School District ensures that parents will be notified in writing if their child has been assigned, or been taught for four or more consecutive weeks by a teacher who is not considered highly qualified.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held twice a year. Parents will select a designated time for conferences at Open House.



## **PARTIES**

Personal party invitations should not be brought to school unless the whole class or all the boys or all the girls in the class are to receive them.

## **PERSONAL PROPERTY**

Students are not allowed to bring personal items to school, such as electronic games, laser pointers, IPODS, IPADS, electronic readers (Kindle), trading cards, etc. unless permission is received in advance from the classroom teacher. Electronic readers (Kindle) if allowed may only be used for the purpose of reading. Also, large amounts of money not intended to purchase lunch, book orders, etc. should not be brought to school.

Our school will not assume responsibility for lost, stolen, or broken items. We request that families clearly consider the risk of sending valuable items to school. Teachers may confiscate items which are brought to school without permission. These items would only be released to parents. \*\*Please note a separate section of the handbook notes the cell phone policy.

## **PHYSICAL EDUCATION**

All students will participate in physical education. When playing in the gym, students must wear tennis shoes. We ask all students to have a special pair of tennis shoes to be left at school and used only for P.E. class. These need not be new shoes, but a pair that will be comfortable, safe and not track in mud on the gym floor. In addition, fifth and sixth grade students must also bring a change of clothes that may be kept at school. It should consist of a T-shirt, sweatshirt, shorts or sweatpants and a pair of socks. Parent request for a student to be excused from P.E. may be honored for one class. A doctor's excuse is needed for requests that are for more than one class. Third through sixth grade students will receive swimming lessons as part of the regular P.E. curriculum.

### **RECORDING MUSIC PROGRAMS**

Due to copyright laws, recording music programs is only permissible for private use. It is illegal to make multiple copies to distribute. Also, it is illegal to send videos or video clips electronically, or upload to sites such as Youtube.

### **RECESS**

Students will not have outdoor recess when the actual or “feels like” temperature is below zero degrees. We will use AccuWeather.com as our source for temperature data.



### **REPORT CARDS**

Report cards will be issued at the end of each nine week quarter. Attendance will be reported at this time. A variety of styles will be used to evaluate progress and report growth. Students will be evaluated by the quality of their work. Letter grades or marks may be given for each subject area and a comment on citizenship and behaviors may be indicated. Checklists and other assessments may be used to reflect your child’s progress. Progress and deficiency notices may be sent out at midterm.

The Williamsburg Community School District uses PowerSchool, a student information system that offers a Parent Portal for parents to view their child’s grades, report cards, and attendance on line. Parents/Guardians have the ability to create an account that will allow access to this information. Your child’s attendance center will assign an initial User Name and Password which will allow the parent/guardian to login and create their own account. Parents/Guardians who are divorced/separated, etc. will be able to each have their own account.

## POSITIVE BEHAVIORAL INTERVENTION SUPPORT PROGRAM

Mary Welsh Elementary utilizes the Positive Behavioral Intervention support (PBIS) program. This program provides structure and support for a system of positive and proactive intervention strategies. These plans are used school-wide. The strategies;

- Promote a positive learning environment
- Create a positive culture
- Teach and reinforce appropriate behaviors
- Prevent Problem behaviors

At Mary Welsh, the PBIS program has been formulated on these principles

- We are respectful
- We are responsible
- We are safe

| <b>We Are.....</b> | <b>Hallway</b>  | <b>Lunchroom</b>  | <b>Restroom</b>   |
|--------------------|---|---|---|
| <b>Respectful</b>  | *When we use a Level 0 voice  | *When we use a Level 2 Voice<br><br>*When we stay in our personal space<br><br>*When we use good manners                                | *When we use a Level 2 voice<br><br>*When we respect the privacy of others                                  |
| <b>Responsible</b> | *When we walk on the right side of the hallway  | *When we clean up our area  | *When we keep our bathroom clean (flushing/throwing our trash away)<br><br>*When we return to class quickly |
| <b>Safe</b>        | *When we keep hands, feet, and objects to ourselves<br><br>*When we walk in a single-file line<br><br>*When our eyes are facing forward | *When we stay in our seat<br><br>*When we listen to the teacher's directions<br><br>*When we keep hands, feet, and objects to ourselves | *When we wash our hands<br><br>*When we keep our hands and feet to ourselves                                |

| <b>We are.....</b> | <b>Playground</b>  | <b>Arrival/Departure</b>   | <b>Assemblies</b>   |
|--------------------|--|--|---|
| <b>Respectful</b>  | *When we take care of property<br><br>*When we use appropriate language<br><br>*When we take turns | *When we use a Level 3 voice<br><br>*When we are in the room and ready to learn by 8:30    | *When we are Raider Ready   |
| <b>Responsible</b> | *When we return equipment<br><br>*When we line up immediately                                      | *When we stay in our assigned area until 8:10<br><br>*When we go directly to our classroom | *When we stay in our own personal space<br><br>*When we follow adult directions |
| <b>Safe</b>        | *When we use equipment correctly.<br><br>*When we solve conflicts with words                       | *When we are within one arms reach of the wall   | *When we keep our hands, feet, and objects to ourselves.                        |

One part of the PBIS plan is keeping data concerning student behavior. When a student is unable to follow school rules, a staff member may complete a behavior referral form in order to document the behavior. The documentation may be for teacher managed issues, or office managed issues which involve the administrative staff. This data is compiled and regularly analyzed for individual and school wide trends. This data allows staff to identify students who may benefit from additional behavioral support.

Time Out-may be used in our elementary building. The use of time out will follow guidelines set by the State of Iowa. These guidelines include:

- The time out room must be reasonable (physically).
- Students receive breaks for bodily needs (sleep is not considered a bodily need).
- Reasonable period of time-60 minutes or length of class periods.
- No locking mechanism on door.
- School must keep records of time out situations.
- Parents will be notified of the student being in time out on the same day.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available at registration.

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Williamsburg School Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, and work areas when there is substantial cause that a policy has been violated. The search and seizure guidelines, as outlined in school board policy, will be followed. Student searches will be conducted in private by a school official of the same sex.



## **SEVERE WEATHER**

The following steps will be taken at school in the event of severe weather or an unscheduled early dismissal:

1. In the event of an approaching tornado, all children will be led to designated safety areas. They will not be allowed to leave until it is safe.
2. During severe weather, children will not be allowed to call home except for special reasons. Please be sure your child knows what to do or where to go after school is out in cases of severe rain or snow storms.
3. Snow and Ice: If school is released early or cancelled during the winter months due to bad weather, School Messenger will send a message to all parents quickly by voice message or email using the contact numbers listed in PowerSchool. The district will also notify radio stations KCJJ (1630 AM), WMT (600 AM), as well as television stations KCRG (Channel 9), KGAN (Channel 2), and KWWL (Channel 7) to broadcast school closing information.
4. School may be dismissed early for extreme hot weather if “in school” conditions are severe enough to prohibit productive learning.

## **SPECIAL PROGRAMS**

**TITLE 1 READING:** All kindergarten and first grade students have been screened using FAST to determine their eligibility for Title 1 Reading.

**READING SUPPORT:** Kindergarten through third grade students have been screened using FAST to determine eligibility for the Reading Support program.

**SPECIAL EDUCATION PROGRAM:** The Special Education Program is designed to assist students who have identified learning, mental, and/or behavior disabilities. Special Education teachers are responsible for individualizing instruction for each student by use of an IEP (Individualized Education Program) and work closely with classroom teachers to assist the student in fulfilling classroom expectations.

**AT RISK:** Students in Kindergarten and sixth grade needing support due to academic, organizational, or behavioral issues may possibly be identified as At Risk. Students will be identified based on screenings and staff input.

**504:** Qualified students may have a plan written for them that includes reasonable accommodations that will be made by the teacher and school.

**ELL:** The English Language Learner program is designed to accelerate English acquisition for students whose first language is not English and to assist them in becoming successful learners in the regular classroom.

**ELP (TALENTED AND GIFTED):** This program provides differentiated learning opportunities to meet the educational and effective needs of identified students in grades K-6. In grades K-3, it provides appropriate enrichment and acceleration activities in both classroom experiences and student sub groups. Informal identification in collaboration with classroom teachers is conducted annually. Formal identification for initial admittance and continued participation in the Williamsburg ELP program will also be held annually. The classroom teachers and ELP instructor will differentiate at challenging levels of curriculum content in math and reading/language arts to meet individual student needs. The identified students may be pulled out of the classroom for higher level instruction by a qualified ELP instructor.



## **STUDENT AND PARENTAL RIGHTS-SECTION 504**

The Williamsburg Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

**Dave Widmer  
504 Coordinator  
Mary Welsh Elementary  
2383 Raider Dr  
Williamsburg, IA 52361  
319-668-2301**

## **STUDENT MISCONDUCT**

The breaking of school, classroom, playground, or lunchroom rules may result in one or more of the following consequences:

- \* losing recess or playtime
- \* being placed in a “time out” area
- \* staying after school
- \* Misconduct Report filed by principal with parent notification
- \* 1/2 to 2 days of “in school” suspension
- \* 1/2 to 2 days “out of school” suspension
- \* expulsion



## **STUDENT RECORDS**

Individual student records are housed in the students’ current attendance center. The building secretaries serve as record technicians. Questions regarding student records should be directed to the building principal or counselor. The records contain information about the student and student’s education and may include, but are not limited to the following type of information: the identification date, 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.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student’s records without the parent’s permission. Parents may access, request amendments to and copy their child’s records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child’s records have been violated. For a complete copy of the school district’s policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information may include the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, dates of attendance, year in school, and heights and weights of athletes.

## **SUPPORT SERVICES**

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request.

## **TECHNOLOGY**

Williamsburg Community Schools is committed to providing electronic media for all students, including computer networking and Internet technology. Students are expected to comply with district policy as well as state and federal regulations regarding the operation and use of school district computers and computer network systems. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. The use of the network is a privilege and may be taken away for violation of Williamsburg School Board policy or regulations.

The Williamsburg Community School District does not condone the submission of, publishing of, or displayed use of defamatory material. Furthermore, the WCSD does not condone unauthorized copying of any software which is licensed or protected by copyright; unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer or computer network.

Employees and students will be instructed on the appropriate use of the computer network and internet. Parents will be required to sign a permission form to allow their students to access the computer network and Internet. Students will sign a form acknowledging they have read and understand the Network Appropriate Use Policy and Regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations. Any use of electronic devices to gain unfair academic advantage on tests and homework will be considered cheating and will be dealt with according to each individual instructor's classroom rules.

## **TELEPHONE USE**



Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc., will not be permitted. These matters should be taken care of at home by sending a signed note granting permission.

## **VISITORS & VOLUNTEERS**

We encourage parents to visit their child's classroom. We ask to please refrain from visiting the first and last two weeks of school. Visitors should notify the office of their presence by signing in.

In order that your visit might be more informative, you should contact your child's teacher to determine the day's activities. A recommended visitation period is one hour. Invitations will be extended to parents on special occasions for programs and assemblies.

Children not enrolled in the Williamsburg Schools are not allowed to visit during school hours unless accompanied by an adult and with special permission from the principal and teacher.

The elementary school appreciates the help of volunteers. If you would like to volunteer to work with students in the classroom, or perform clerical tasks, please call the school office or contact a staff member. Prior to volunteering, you will receive a short training session concerning roles and responsibilities of volunteers. To ensure the safety of our students: **ALL VISITORS/VOLUNTEERS NEED TO ENTER THROUGH THE MAIN ENTRANCE AND SIGN IN AT THE OFFICE.**



### **WEB PAGE**

The Williamsburg Community School District has a web page that is a very valuable resource for our families, and it updated on a weekly basis. You can log on to [www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us) and find various information ranging from dismissal announcements, lunch menu, activities, and a staff directory with individual email addresses for parents to communicate through email.

## **ZERO TOLERANCE**

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

The students, faculty and staff of the Williamsburg Community School District have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools and the activities to which they send their child (ren) are safe. Schools and patrons cannot be safe if a student brings, possesses or uses an instrument as a dangerous weapon. The Williamsburg Community School District has **zero tolerance** for unauthorized dangerous weapons and firearms possession. Thus, any student who possesses, buys, sells, uses, or threatens to use a dangerous weapon or firearm shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. In addition, any student who illegally possesses, buys, sells, uses or threatens to use a dangerous weapon or firearm off school premises may be subject to disciplinary action where safety considerations are at issue.

## MARY WELSH ELEMENTARY STAFF

|                   |                     |                      |                         |
|-------------------|---------------------|----------------------|-------------------------|
| Dave Widmer       | Principal           |                      |                         |
| Michael Jepson    | Assistant Principal | David Shaw           | K-4 Guidance            |
| Kim Maas          | Secretary           | Lori Wells-Adamson   | 5-6 Guidance            |
| Kelli McGuire     | Nurse               |                      |                         |
| Deb Michalek      | Nurse               |                      |                         |
|                   |                     | Julie Carr           | Media Specialist K-6    |
| Laura McCalester  | Lil' Raiders PK     | Grant Eckenrod       | Physical Education      |
| Haley Bontrager   | Kindergarten        | Matt Matthes         | Physical Education      |
| Sara Fedler       | Kindergarten        | Marcee Sander        | Art K-6                 |
| Kim May           | Kindergarten        | Kathryn Berte        | Music K-1               |
| Jessica Woods     | Kindergarten        | Mary Wetjen          | Music 2-6               |
| Cassidy Conlan    | First Grade         | Thomas Landeros      | Band                    |
| Kate Belland      | First Grade         | Stephanie Williamson | Band                    |
| Lea Kleinmeyer    | First Grade         |                      |                         |
| Amanda Purchase   | First Grade         | Jodi Bacon           | Classroom Associate     |
| Shelly Meyer      | Second Grade        | Debra Baker          | Classroom Associate     |
| Mariah Rourke     | Second Grade        | Sonya Banaszak       | Classroom Associate     |
| Abby Sanchez      | Second Grade        | Tiffinay Batey       | Classroom Associate     |
| Heather Subbert   | Second Grade        | Sue Bigbee           | Classroom Associate     |
| Gina Brummel      | Third Grade         | Dawn Burns           | Classroom Associate     |
| Theresa Glandorf  | Third Grade         | Misty DeWitt         | Classroom Associate     |
| Lauren Schaefer   | Third Grade         | Jeanne Dietrich      | Media Associate         |
| Brianna Weldon    | Third Grade         | Ellen Folkmann       | Classroom Associate     |
| LynDee Capper     | Fourth Grade        | Amy Harrison         | Classroom Associate     |
| Brittni Heitman   | Fourth Grade        | Cathy Harvey         | Classroom Associate     |
| John Long         | Fourth Grade        | Amber Heisdorffer    | Classroom Associate     |
| Kim Ritchie       | Fourth Grade        | Cheryl Koele         | Classroom Associate     |
| Kelsey Calkins    | Fifth Grade         | Michelle Koenighain  | Classroom Associate     |
| Cathy Mochal      | Fifth Grade         | Manda Marshall       | Technology              |
| Megan O'Neill     | Fifth Grade         | Marisa Martinez      | Classroom Associate     |
| Katherine Woods   | Fifth Grade         | Elli Stumberg        | Classroom Associate     |
| Tanner Blomme     | Sixth Grade         | Lori Wanner          | Classroom Associate     |
| Jenn Jepson       | Sixth Grade         | Roni Widmer          | Classroom Associate     |
| Tony Miller       | Sixth Grade         |                      |                         |
| Julie Parrish     | Sixth Grade         |                      |                         |
|                   |                     |                      |                         |
| Jennifer Lane     | At-Risk             |                      |                         |
| Julie West        | ELL/At-Risk         | DeDe Shaul           | Nutrition               |
| Olivia Hocker     | At-Risk             | Amber Folkmann       | Nutrition               |
| Tim Burgess       | Special Education   | Linda Webert         | Nutrition               |
| Rose Driscoll     | Special Education   | Karla Stevenson      | Nutrition               |
| Louis Mazzetta    | Special Education   | Deb Eckholm          | Nutrition               |
| Adam Sanchez      | Special Education   | Becky Risdon         | Food Service Supervisor |
| Chad Thurm        | Special Education   |                      |                         |
| Rachel Klein      | ELP                 | Phil Trimpe          | Head Custodian          |
| Sheila Sayers     | Reading/ At Risk    | Scott Yossi          | Custodian               |
| Mary Sue Lindhart | Title 1             | Fayrene Sinn         | Custodian               |
| Jodi Stahl        | Instructional Coach | Jeffrey Joens        | Custodian               |

## **Williamsburg Community Schools Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds; school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare to the school district or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules and regulations of the school district.

**POLICY TITLE: ANTI-BULLYING/HARASSMENT POLICY**

The Williamsburg Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

**Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  5. Places the student in reasonable fear of harm to the student’s person or property
  6. Has a substantial detrimental effect on the student’s physical or mental health
  7. Has the effect of substantially interfering with the student’s academic performance
  8. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.



### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent or Superintendent's designee. An alternate will be designated in the event it is claimed that the Superintendent or Superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed with 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building administrator will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent's designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of

employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Publication of Policy**

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

A copy of the policy shall be made available to any person by contacting the Central Administrative Office at 810 West Walnut Street, Williamsburg, IA 52361.

**DATE OF ADOPTION:**     **October 11, 2007**

**DATE OF REVIEW:**       **May 8, 2013**

**DATE OF REVISION:**    **April 7, 2016**

**LEGAL REF.:**               **20 U.S.C. §§ 1221-1234i**  
                                  **29 U.S.C. § 794**  
                                  **42 U.S.C. §§ 2000d-2000d-7**  
                                  **42 U.S.C. §§ 12101 *et. seq.***  
                                  **Iowa Code §§ 216.9; 280.28; 280.3**  
                                  **281 I.A.C. 12.3(6)**  
                                  **Morse v. Frederick, 551 U.S. 393 (2007)**

## Mary Welsh Elementary Dates of Significance

|                |   |
|----------------|---|
| August 7       | Registration PK-12  |
| August 21      | Mary Welsh Elementary Open House Night 4:30-6:00 PM                 |
| August 23      | First Day of School   |
| September 4    | No School -- Labor Day  |
| September 13   | Staff Professional Development-12:55 Early Dismissal                |
| September 19   | School Pictures   |
| October 11     | Staff Professional Development-12:55 Early Dismissal                |
| October 20     | No School-Clerical Day  |
| October 25     | PT Conferences 4 to 8 PM  |
| October 26     | PT Conferences 2 to 8 PM-12:55 Early Dismissal                      |
| October 27     | No School   |
| November 3     | Report Cards go home  |
| November 8     | Staff Professional Development-12:55 Early Dismissal                |
| November 22-24 | No School---Thanksgiving  |
| December 5     | K-1 Holiday Concert-1:30 & 6:30 PM                                  |
| December 7     | 2nd/3rd Grade Holiday Concert-1:30 & 6:30 PM                        |
| December 13    | Staff Professional Development-12:55 Early Dismissal                |
| December 14    | 5 <sup>th</sup> /6 <sup>th</sup> Grade Band & Choir Concert-6:30 PM |
| December 25-29 | No School---Christmas Break   |
| January 3      | Classes Resume  |
| January 15     | No School-Staff Professional Development                            |
| January 19     | Report Cards go home  |
| January 31     | Staff Professional Development-12:55 Early Dismissal                |
| February 14    | Staff Professional Development-12:55 Early Dismissal                |
| February 26    | No School-Teacher Quality Professional Development                  |
| March 1        | 4 <sup>th</sup> Grade Program: Wax Museum-6:00 PM / Concert 7:00 PM |
| March 6        | 5/6 Grade Concert-1:30 & 6:30 PM                                    |
| March 14       | Staff Professional Development-12:55 Early Dismissal                |
| March 14       | Spring Pictures   |
| March 26       | Report Cards go home  |
| March 27       | PT Conferences 4 to 8 PM  |
| March 28       | PT Conferences 2 to 8 PM/12:55 Early Dismissal                      |
| March 29-30    | No School -Spring Break   |
| April 2        | No School-Spring Break  |
| April 7        | PALS Family Fun Night   |
| April 9        | Iowa Assessments Begin Grades 4-6                                   |
| April 11       | Kindergarten Round Up   |
| April 11       | Staff Professional Development-12:55 Early Dismissal                |
| April 24       | 5 <sup>th</sup> /6 <sup>th</sup> Choir/Band Concert-6:30 PM         |
| May 2          | K-3 Field Day K-1: AM 2-3: PM                                       |
| May 3          | 4-6 <sup>th</sup> Grade Track & Field Day                           |
| May 9          | Staff Professional Development-12:55 Early Out                      |
| May 23         | 6 <sup>th</sup> Grade Awards Assembly-1:30 PM                       |
| May 25         | Last day of classes/Report Cards go home                            |



## DROP OFF/PICK UP AREAS

We look forward to a great year at Mary Welsh Elementary. Safety is always a concern, including in our parking lot/driveway areas. We ask that you move slowly in these areas, keeping a close watch for children moving in the area. Children may not be watching for vehicles.

Due to certain limitations, our parking lot/driveway areas will always present challenges for efficient movement. At times, we have experienced some real congestion in the parking lot. It is important that we have an open area for the school buses. As a result, we would like to provide the following reminders concerning entrance and drop off/pick up procedures at Mary Welsh.

### **PK-1 School Entrance**

The entrance to the PK-1 wing is open until 8:30. If entering the school at any other time, please use the main entrance.

### **Drop Off/Pick Up**

Please honor the one way traffic flow as designated. This is the preferred drop off/pick up area, since buses are never in this area. When buses are on school grounds, this is the only option.

### **Main Entrance**

The second drop off/pick up area, our main entrance, is available only when buses are not on the school grounds. Routinely, from 8:10-8:25, and then again at 3:05-3:25, **this area is congested with buses and can be dangerous-please do not use this area.** At other times of the day it is available for drop off and pick up. Families that use the main entrance parking lot are reminded they must walk their child (ren) to the designated crosswalk. Students must be supervised when walking through the parking lot, as they can be difficult for drivers to see.

Thank you for considering this information. Please call Mr. Widmer or Michael Jepson for further clarification.

