

E-NP
**ELEMENTARY
HANDBOOK
2024-2025**

**Our Mission:
Embracing today's challenges,
preparing for tomorrow's world.**



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EQUAL EDUCATION OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status (in educational programs), religion, sex, disability, sexual orientation, gender identity, marital status (in educational programs), geographic location (in educational programs), age (in employment practices), and genetic information (in employment practices), in accordance with federal and state law.

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.

The board is committed to the policy that no otherwise qualified person will be excluded from, be denied the benefits of, or otherwise be discriminated against in educational activities on the basis of race, color, national origin, creed, socio-economic (in educational programs), religion, sex, marital status (in educational programs), sexual orientation, gender identity, disability, geographic location (in educational programs), age (in employment practices), and genetic information (in employment practices), in accordance with federal and state law. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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The purpose of this handbook is to provide parents and students an understanding of the general rules and guidelines. This handbook does not contain all rules and regulations of ENP Elementary School. If you do not find the answer to your questions, please feel free to call the ENP Elementary Office at (641) 939-9350.

ACADEMICS

Arrival and Dismissal Times

The safety and security of our students is of utmost priority for the South Hardin School District. During drop off, supervision is provided according to the schedule posted below. Please be timely in dropping off and picking up your child. Parents of students who arrive before or are delayed beyond the hours during which supervision is available will be notified and asked to make appropriate arrangements.

Students may begin arriving at school at 7:40. There will be no adult supervision available prior to this time. Students will gather by grade level on either the lower (Grades K-2) or upper (grades 3-5) playground. In case of inclement weather, the children will be permitted to enter the school and wait in the hallways. For arrival, the staff will use the Wunderground Weather app. If the “real feel” temperature is 15 degrees or lower students will be permitted to come inside. If there is rain, staff will make the decision to come in.

Students who will be eating breakfast at school can come into the building by 7:30 through the main entrance only so they have time to eat prior to the start of the day.

School starts at 8:05am. School dismisses at 3:20.

Please make sure to share the normal routine with your child and their teacher. If that routine has

changed, please call the school prior to 3:00 so there is time to notify the teacher and student.

We do not supervise the playground after dismissal. For this reason, students are not allowed to be on the playground after dismissal without parent supervision.

NOTE: Middle school students should be dropped off at 7:40 in order to catch the bus to Hubbard, which leaves at 7:50.

Core Curriculum

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking, viewing, and mathematics are stressed at all grade levels. Social studies, science, health, and 21st century skills are equally important. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through use of the library and technology.

Curriculum Materials

Curriculum materials are evaluated every six years.

- **English/Language Arts** - Collaborative Classroom, 95% Group Phonics
- **Math** - Bridges by The Math Learning Center
- **Science** - Mystery Science
- **Social Studies** - Goldie Kits

Grade Promotion Policy

When considering retention of a student, that student's assessment results (MAP, FAST, State Testing, Classroom Assessments, Intervention Data/Assessments), student attendance and Learning Supports Team data, as well as, all recommendations will be considered. This process will include a team that includes the classroom teacher, parent/guardian, administration,

instructional coach and any other staff that directly work with the student.

Parent Drop Off and Pick Up

The safest place for parent drop-off and pick up is on 9th street, the one way street, east of our building. All parents dropping off or picking up students should plan to use the one way street. The picture map (page #33) suggests that the west side of 9th Street is the safest way. If you are simply going to drop them off and drive away, please pull ahead as far ahead as you can and have your child ready to exit the vehicle to keep the flow of traffic moving. It would be safest to have them exit on the school side of the vehicle. If they must exit on the driver's side, instruct them to carefully observe if any cars are coming and then to walk around the front of your vehicle.

Please use the east side of the pavement, if you desire to walk your child in the building or would need to talk with them a bit longer. Please pull as far ahead as you can and be prepared to walk your child across the street to ensure their safety.

We also ask that you have patience in this process. Try to leave home with plenty of time so that you are not feeling hurried or anxious. That is when accidents happen and that puts our kids at risk.

Breakfast does begin serving at 7:30 and students may enter the main entrance of the building at 7:30 if they are eating breakfast. Students not eating breakfast are not to be dropped off until 7:40 each morning. There is no supervision before that time. Students will remain outside from 7:40 - 7:50 with adult supervision. The students will be allowed to enter at 7:50 with classes beginning at 8:05. Upper elementary students should also be dropped off by using the one way street. They can simply walk up the sidewalk of 11th Avenue to the upper playground.

Please note that 12th Avenue between 10th and 11th Street is closed off during drop off and pick-up times to ensure safety as we are loading and unloading students on buses.

Professional Development Days

ENP Elementary utilizes both whole and partial early dismissal days. These days allow time for teachers to train in research-based, best practices; collaborate with the purpose of improved student achievement; and develop techniques that can be immediately carried to the classroom to improve student learning. To ensure that students are in school during school hours, these early dismissal days are an ideal time to address family needs such as medical and dental appointments.

Progress Reports and Conferences

Communication between school and home is a vital part of student learning. The goal at the elementary level is 100% participation at conferences. You will receive four written reports of progress - one at the end of each grading period.

Parent-Teacher conferences will be hosted twice a year to have in-person conversations about your child's progress throughout the year. If you would like to meet with your child more frequently, please email your child's teacher to schedule a time to come in.

Special Classes

The elementary school operates on a M-F schedule. Students will receive art, guidance, library, music and physical education on a weekly rotation.

Student Support Services

- **English as a Second Language (ESL)**

Students whose ability to speak, read, write, or comprehend English is affected because the student's native language is other than English, may be eligible for ESL services. Initial referrals for this

program are generated through the completion of a federally mandated Home Language Survey as a part of the enrollment process. Additional referrals can be initiated through contacting the building principal.

- **Title 1 Reading**

Title 1 is a federally funded program designed to help qualified students achieve proficiency. Our school offers a “targeted assistance program” for students who are identified for services. Funding for targeted assistance schools is determined by the percentage of students identified as low income based upon free and reduced lunch counts.

- **Special Education Services**

A continuum of special education services is available to students with special needs, when appropriate. Referral for special education is initiated at the building level. For each student who is determined to be eligible for and needs special education services, an Individual Education Plan (IEP) is developed which defines the services required to meet identified individualized goals. The IEP is developed by a team; including the parents, general education teachers, special education teachers, related service providers, and an administrator.

- **Speech**

Speech services are available for students, when appropriate. Referrals are accepted from teachers, parents/guardians, and outside agencies by contacting the school of attendance. Services are provided either by working directly with a speech language pathologist or through collaboration between the speech language pathologist, the child and the classroom teacher.

- **Talented and Gifted (Extended Learning Program)**

The ENP Elementary Talented and Gifted (TAG) Program is designed to offer academic opportunities and education services to students. These students, because of their academic aptitude, require additional academic services

beyond which offered in the regular classroom and curriculum.

- **What I Need (WIN Time)**

What I Need (WIN) Time is a problem solving approach to address a student's specific academic and behavioral needs. This process is referred to as the Multi-Tiered System of Support, or MTSS. Through this process, a team of teachers meet to develop appropriate supports or interventions for students. Interventions address a particular area of need for students and provide targeted instruction for more specific academic or behavioral support. Interventions are also developed to provide academic extension and enrichment opportunities for students that have mastered the content. Student progress is monitored regularly, and interventions are increased or decreased as necessary to continue to meet the student's learning needs.

Teacher Communication

Teachers are usually available before school begins (7:40-8:00) and after school (3:25-3:40) if you need to discuss anything about your child. Please arrange this meeting ahead of time. Messages may be left to teachers or students at the main office during the instructional hours of 8:05 to 3:25. Email or message through ParentSquare are the preferred method of communication for most teachers, due to our busy schedule throughout the day. All email addresses are posted on the school website and in this handbook. ParentSquare connections will be made directly to you from the classroom teacher at the beginning of the year. All visitors must check in at the main office before entering the rest of the school and will be required to have a driver's license to have a background check done prior to entering.

ATTENDANCE

Absence Types

Absences will be classified as excused and unexcused. The parent is to provide the reason for the absence, and the Administration will determine on a case-by-case basis whether the absence is excused or unexcused. Absences during medical appointments will be considered **excused** as long as the parent/guardian provides a note from the medical professional that is dated and signed and the time of absence aligns with the time of the appointment.

Below you can find the **Absent Excused** reasons for missing school:

- **Illness** - provided that a parent calls before 8:30 a.m. (illness absences for 5 or more consecutive days or frequent intermittent days will require a doctor's note)
- **Medical Visit** - (medical, mental health, physical therapy, dentist, etc.) **must** have an official appointment note/documentation - not a parent note
- **Vacation** - All school work must be finished prior to leave for vacation to be excused. Principal and teacher must be notified 10 business days before the planned trip to have time to organize assignments and for students to complete all assignments.
- **ISS** - In-School Suspension (excluded from Attendance Letter Count)
- **OSS** - Out of School Suspension (excluded from Attendance Letter Count)
- **Other** - funeral/bereavement, recognized religious observances, court appearances and the principals' discretion

Below you can find the **Absent Unexcused** reasons for missing school. A student will not be able to practice/participate in a school event that night.

- **Vacation** - Only when prior notice was not given by the family and/or all assigned work was not completed
- **Illness** - Without parent call in prior to 8:30 or in excess of days allowed (Board Policy 501.10R1)
- **Other** - non-documented appointments, birthday party, rough night, tardiness, mental health day, shopping, hunting, concerts, personal day, etc.
- **No Call/No Show** - No parent contact or no show of student.

Age of Students

Kindergarten students must be 5 years of age and first grade students must be 6 years of age by September 15 of the school year.

Attendance Philosophy

South Hardin School District believes in and values consistent and punctual attendance as a prerequisite for a complete education. Attendance is a shared responsibility among students, parents, and the school and requires cooperation and clear communication. Students will be expected to attend class regularly and to be on time in order to maximize their learning opportunities and to develop important life habits of punctuality, self-discipline, and responsibility. Inconsistent attendance and/or tardiness negatively impacts students' learning; students who have good attendance records are more likely to achieve at higher levels, enjoy school, and have greater opportunities for employment post-high school. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are cultivated during the K-12 school experience.

Attendance Regulations

The parent/guardian must notify the school by 8:30 a.m. if their child will not be in school that day. If the school is not notified of a student's absence by the

parent/guardian, the elementary secretary or designee will call the child's home or the alternate number in case no one answers at the home. Failure to call in time will result in an unexcused absence. Unanswered calls may lead to a welfare check at the home. The parent/guardian shall also notify the school, in advance, of an anticipated absence. A student must provide a note from the student's parent/guardian in advance before they will be excused during the school day.

The following guidelines related to absences and tardiness will be followed in the elementary school:

- Students who arrive between 8:05 a.m. and 8:30 a.m. will be counted tardy for the day.
- A student must be present until 2:00 p.m. to be counted present for the entire day.
- Students who arrive on time and leave school before 10:15 will be counted absent for the morning or full day.
- Students who arrive after 9:30 a.m. or leave before 2:00 p.m. will be counted for half the day.

If students are late arriving to school, they should be accompanied into the building by the adult providing transportation if the student is not tall enough or does not know how to ring the doorbell to be let into the building.

Inclement Weather or Emergency Closings

In case of bad weather, unsafe road conditions, or other reasons requiring early school dismissal or school cancellation, we will post notifications through KDAO, Eldora, 1190 AM/99.5 FM; KFJB/KXIA, Marshalltown, 1230 AM/101.1 FM; KGCI, WHO, Des Moines, 1040 AM; and WHO-TV (13) Des Moines, WOI-TV (5), and KWVL-TV (7). To be notified of cancellations or early dismissal electronically, go to <https://schoolalerts.iowa.gov/>. Messages will also be sent out via ParentSquare.

Every attempt will be made to get notifications out by 7:00 a.m., or the night prior. If no announcement is made, school will be in session.

If school is dismissed due to inclement weather after the school day has begun, the same notifications are made. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes, or the parents are responsible for picking up the students at the student's school.

Leaving School During the Day

Parents are expected to walk in and out of the building with the student. No student will be allowed to leave the school during the day with any adult other than a parent or guardian until proper permission is given by the parent/guardian. In any situation, a parent/guardian will be required to sign the student in and out.

Parent Notification for Chronic Absenteeism & Truancy

District student achievement data indicates that the more days students spend in attendance at school, the better they perform overall in the classroom and on standardized tests. In order to communicate attendance information to parents, a letter will be sent out automatically when students reach a certain absence benchmark. Below is listed the attendance benchmarks and actions by the school district:

- **No Concern** - 0-5 days missed or 97% attendance
- **Problematic** - 6-10 days missed or 94% attendance
- **At Risk** - 11-15 days missed or 91% attendance

- **Chronic Absenteeism** - 18+ days missed or 90% attendance

Procedures Followed For Absences

TEN accumulated absences

- Family is notified of the number of absences the student has accumulated.
- An entry will be made into JMC under the Attendance Tab to note that the first contact has been made in regard to the student's absences.
- An Attendance Cooperation Meeting will be set up with the parents, students, principal and the classroom teacher. A plan of action will be put in place. Goals will be put into contract form and signed by all in attendance.

FIFTEEN accumulated absences:

- Family receives a letter expressing concern regarding the number of absences the student has accumulated.
- The principal/designee will make contact with the parent/guardian to notify them that an attendance letter has been sent regarding their student's absences.
- An Attendance Cooperation Meeting will be set up with the parents, students, principal and the classroom teacher to review the plan of action and goals already agreed upon and signed by all in attendance.
- An entry will be made into JMC under the Attendance Tab to note that the second contact has been made in regard to the student's absences.

EIGHTEEN accumulated NON-EXEMPT absences:

- Family receives a letter expressing concern regarding the number of absences the student has accumulated.
- A student support meeting will be required and may include the student, parent, principal, guidance counselor, nurse, at-risk coordinator, and/or truancy officer.

- An attendance contract will be developed by the team including a timeline, expectations, reasons for a truancy court referral and success indicators.
- An entry will be made into JMC under the Attendance Tab to note that the third contact has been made in regard to the student's absences.

Absences beyond 18 days will require a notice sent to the Hardin County Attorney as it pertains to Iowa Code Chapter 299.

EXPECTATIONS FOR STUDENTS

ENP Elementary School believes that all students have the right to learn and that teachers have the right to teach. Disruptive and inappropriate behaviors that interfere with learning in the classroom are dealt with according to the PBIS majors and minors guidelines. Parents, teachers, and students working together ensure the success of children at our elementary school. We teach behavior expectations throughout the year and opportunities for positive mediation to resolve conflict. We encourage parent participation when students have difficulty in our school.

Assemblies

Attendance at assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Bicycles to School

The district is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds or inside the building. While we understand it is up to the

parents' discretion whether or not their child wears a helmet, it is strongly encouraged that when riding to school, a helmet is used.

Bicycles are to be walked on and off the playground. They are to be parked and locked in the bicycle racks provided as soon as they arrive at school. We would prefer that only second grade and above ride bikes to school. Students will not be allowed to play around the bicycle racks or ride bikes during the school day.

Roller blades, skateboards, scooters, hoverboard, and roller tennis shoes may not be used on school grounds.

Birthday Celebrations

Any homemade or store bought treats brought to school should be individually packaged and allergy safe. Other ideas are pencils, erasers, stickers, bookmarks, etc. Birthday tokens are not an expectation nor requirement; however, should a student elect to bring an item, there should be one provided for each student within the class. Students with summer birthdays are welcome to celebrate their half birthday or another day arranged with the teacher.

Bleacher Etiquette

It is the duty of all students at a football, basketball or other athletic event to show enthusiasm for their own team and the utmost respect for their opponents. Students should remember that the most successful cheering is under the direction of cheerleaders and that at every game the fans should follow them. The cheerleaders and the band are there to lead you in cheering. Be proud of the Tigers! Sing out and yell out to show that you are behind them.

Complaints and Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If a licensed employee cannot resolve the complaint, the student may discuss the matter with the Principal within 5 days of the employee's decision. If the Principal cannot resolve the matter, the student may discuss it with the Superintendent within 5 days after speaking with the Principal. If the matter is not satisfactorily resolved by the Superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Deliveries to School

In order to avoid classroom disruptions, individual gifts for students such as flowers and balloons should be brought to the office. Students will be notified to pick them up at the end of the day.

Dress Code

Students are expected to practice good hygiene and wear neat and appropriate attire at all times. The dress and physical appearance of our elementary students is expected to be age appropriate. Clothing should not draw undue attention and should provide adequate coverage of the person so as to not be disruptive or distracting. Shorts and/or skirts need to be an acceptable length; follow the fingertip rule. No pajamas or slippers are to be worn with the exception of special activities. No see-through or mesh garments, spaghetti straps, tube tops, halter-tops, or midriff showing tops. The wearing of obscene or unbecoming apparel is not appropriate. Consistent with our drug and alcohol

prevention program, students may not wear clothing that promotes these types of products.

The principal reserves the right to determine what clothing is appropriate. Students who are dressed inappropriately will be required to have parents bring different clothes to school, be given something the school has available, or be required to turn clothing inside out. Active shoes must be worn at all times for health and safety reasons, especially for physical education class. Hats are not allowed in the classroom, except on special occasions. Mittens/gloves, hats, coats and boots are a necessity in cold weather.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend the field trip. Students must ride to and from the field trip using school-provided transportation. Students will not be denied transportation to and from an academic field trip even if prior disciplinary measures have resulted in their bus privileges being taken away from a regular bus route.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Permission to attend field trips is signed during school registration.

The field trip is an extension of the educational program and as such the district retains the right to control who comes in contact with students during the school day. Each classroom will determine the number of chaperones needed for their field trips.

Illegal Items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes, vape products or components (battery, atomizer, cartomizer, and/or clearomizer) over the counter or prescription drugs when used for improper purposes, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on district property or on property within the jurisdiction of the district; while on district-owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if the misconduct will directly affect the good order, efficient management and welfare of the district.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing look-alike weapons at school will be subject to discipline possibly including expulsion. Parents of student found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Inappropriate Student Behavior

Students are expected to comply with and abide by the school district's policies, rules, regulation and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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 brain 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, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

Jurisdictional and Behavioral Expectations

Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions 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 superintendent's office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Money at School

Students should not carry extra money to school, unless it is for a school special event. They should carry money for meals in a safe place and give it to the office upon arriving at school. You should also be concerned if your child "comes up" with extra money found at school, or if he/she comes home with items bought from other students. Students are

not allowed to independently sell items of any kind at school.

Party Invitations

Problems that may cause hurt feelings and affect class work may develop regarding invitations to parties or other non-school activities being handed out at school. Therefore, party invitations will not be distributed at school, unless all students in the classroom are invited. Also, the school will not give out addresses and/or phone numbers of students.

PBIS

ENP Elementary School strives to promote a positive and safe learning environment for our students. In order for our school to maintain this expectation, we have adopted PBIS for our building. You can view some of our common expectations for different areas in our school in the back of this handbook. To learn more about PBIS, you can visit this website: www.pbis.org.

Privacy of School Records Laws

For Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) compliance, please visit the school's website.

Public Display of Affection

Students accept the responsibility of conducting themselves in a manner that is not subject to question. A public display of affection between students is considered offensive and unacceptable behavior.

Search and Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that the search will produce evidence that a school district policy, rule,

regulation or law is being or has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

Telephone Messages

Except in an emergency, the building does not call students to the telephone. In case of necessity, please call the office, and a message will be delivered. Please plan before school with your child where to go after school or during early dismissals.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be ground for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the

existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Toys

Toys are to be left at home unless the teacher approves. This includes toys intended for use at recess. **Eldora-New Providence Elementary is not responsible for lost or damaged personal equipment.**

HEALTH, WELL-BEING & SAFETY

Abuse and Harassment of Students

Physical and sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Access to Buildings

At times, the elementary may have limitations on visitors coming to school. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, ENP Elementary will lock all exterior doors during school hours and buzz visitors into the building through a secure point of access via use of a video phone doorbell system. All visitors are required to provide their driver's license prior to entering the building.

Animals and Pets

Live animals will not be allowed in the school building except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities.

Appropriate supervision of animals is required when animals are brought into the school district facilities.

Bullying, Harassment and Hazing

The South Hardin 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.

Harassment occurs in the "eye of the beholder". This means, if a person feels he/she has been harassed, then harassment has occurred. It is not related to how the behavior was intended, but how it was received. Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on actual or perceived trait or characteristic of the student and which creates an objectively hostile School environment.

The district will promptly and reasonably investigate written allegations of harassment. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including,

suspension and expulsion. The principal will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent will be responsible for handling all complaints by employees alleging bullying or harassment.

Filing a Complaint

A Complainant who wishes to report a harassment claim should contact the building principal or superintendent. Complaints shall be filed within 15 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 Superintendent/designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent/designee shall also be responsible for developing procedures regarding this policy.

Points to Remember in the Investigation:

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated

- No retaliation will be taken against individuals in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion
- If the Investigator is a witness to the incident or actions, the alternate investigator shall investigate

Decision

If, after the 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.

Cell Phone/Smartwatch Policy

Cell phones and smartwatches are allowed in the building. Students who bring them must turn them off and leave them in their book bags during the school day. They may not be used between 8:05-3:20. If a parent needs to get a message to their child, call the elementary office at (641) 939-9350 and the message will be relayed.

If a student uses their cell phone, or it becomes a distraction, it will be held in the office for the remainder of the day. Students with repeated misuse of cell phones will be subject to disciplinary actions by the principal including confiscation of the cell phone until a parent/guardian can come to school to pick it up.

Cold Weather Guidelines

When the temperature and/or wind chill is below 0 degrees, students will not go outside. These are maximum wind chill guidelines. If at any time the recess supervisor(s) believe it is too cold, he/she will bring students inside regardless of time or temperature. Students will be expected to have appropriate dress for weather conditions. The Wunderground Weather app will be used when determining the outside temperature and wind chill.

Communicable and Infectious Diseases

Please notify the nurse about children with health conditions, including mental health diagnosis, asthma, allergies, medications taken at home or at school, or any other information that would help the school nurse provide care for the student.

The school or nurse's office should be notified when a student has a communicable condition so appropriate measures can be taken. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Infectious or communicable diseases include, but are not limited to influenza, mumps, pink eye, measles, strep throat, meningitis, COVID, and chicken pox.

When should my child be kept at home, and when can he/she attend school?

- Fever of 100.4 degrees Fahrenheit or more - child should stay home until 24 hours after the temperature returns to normal without fever reducing medication
- Vomiting or diarrhea - child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown - check with your health care provider before sending the child to school.
- Communicable disease (as listed above) - Child should seek treatment and return to school as directed by the provider or Iowa Department of Public Health
- Persistent Cough - Children with a persistent cough that interferes with learning should stay home until cough improves.

Corporal Punishment, Restraint and Physical Confinement

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain

or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. Employees are trained annually on this law.

Crosswalks

Students that walk or ride bicycles to and from school are asked to use the crosswalks when crossing the streets. Stop signs are put up daily at Edgington Avenue and 10th Street which is near the ENP District Office. Signs go up in the morning from 7:25-8:00 and again in the afternoon from 3:15-3:40. There is an adult present to assist students before and after school.

There is another crosswalk at 10th Street and 11th Avenue which is in front of ENP Elementary. There is no staff member present at this crosswalk. A third crosswalk is at 9th Street and 11th Avenue from 7:45-8:00 and 3:25-3:35 and there is a staff member there to help students cross safely as it is an uncontrolled intersection.

Dental Screenings

Iowa law requires all enrolling kindergarten students to have a record of dental screening (between the ages of 3 and 6) on file at their school.

I-Smile of Iowa Partners to provide dental screenings, dental sealants, fluoride varnish, and oral health education for elementary and middle school students. Children will be bringing home a consent form to be completed by the parent/guardian to approve these dental services. The goal of this program is for each student to receive the benefit of early and regular dental care including prevention, and to establish a dental home for children who may not have one. It is also an opportunity to provide outreach to those families who have trouble accessing care.

Emergency Contacts

At the beginning of each school year, parents must designate/update emergency contacts in JMC to provide emergency telephone numbers of the parents (with priority to call) as well as alternate persons to contact in the event the school is unable to locate the parents. Students may be released to alternate persons listed if necessary. If emergency information changes, parents should contact the elementary office of changes.

Emergency Drills and Protocols

Periodically, the school holds emergency fire (4), tornado (4), and bus evacuation (1) drills. At the beginning of each year, 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 regulation, may be reported to law enforcement officials.

FIRE: The fire alarm is a constant horn sound over the blinking fire alarms. All persons in the building should move to the proper exit immediately. Keep in line and do not push. Teachers will designate safe areas to reconvene.

TORNADO/DISASTER: The signal will be an all call on the intercom. All persons in the building should move to their designated area in the building and remain there until given the all-clear signal.

INTRUDER: An announcement will be made over the intercom. Teachers will implement ALICE procedures and respond appropriately to the given situation. Options include: lockout (students stay indoors, business as usual), lockdown (students remain in locked room, hide) and evacuate (leave

the building). Posters around the school provide a visual reminder of these terms.

BUS EVACUATION: These drills are conducted by the district transportation director and are for all elementary students.

Head Lice

Head lice is a concern seen in our school each year. Parents should assume that lice are present when children are and should screen their own children on a weekly basis. If your child contracts head lice, you may contact the school nurse for information and treatment protocol. South Hardin School District follows Iowa Department of Public Health guidelines to assist in the management and control of head lice in the school setting. Students are not excluded or sent home from school if they have head lice, though treatment should be started before returning to school the next day.

Details on the 14-day treatment plan are available at the school. Family/guardians of children with head lice will be expected to work closely with the school nurse to get rid of the head lice and minimize the chance of the head lice returning. Chronic cases of lice will be referred to Greenbelt Home Care for assistance and eradicating the problem in your home.

Health Screenings

Students may be screened during the school year for vision, hearing, height, weight, body mass index, and dental. If you do not want your child screened, please provide a handwritten note to the nurse's office at the beginning of the school year.

Illness and Recess

If you feel your child needs to stay inside during recess the day after an illness, a note from a parent/guardian is required. A doctor's note is required to stay inside for longer than one day.

Illness or Injury at School

A student who becomes ill or is injured at school must notify a teacher or another employee as soon as possible. The student will also be referred to the building nurse. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. The South Hardin School District nurses follow guidelines of the Iowa Department of Public Health regarding student's need for exclusion from school.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Immunizations

The Iowa Immunization Law requires parents to vaccinate their children against MMR (measles, mumps, and rubella) diphtheria, tetanus, pertussis, polio, measles, Hepatitis B, and varicella (chicken pox). As a condition of enrollment in any school in Iowa, including homeschool and dual enrolled students. Parents/guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parents' responsibility to see that this certificate of immunizations is completed and signed. A student is not able to attend school without one. If you will not be able to provide a complete immunization record for your child, it is imperative that you contact your child's school nurse before the first day of school.

Lead Testing

Iowa law requires all children entering kindergarten to be tested for lead poisoning. Please contact your health care provider to schedule your child's blood level test.

Mandatory Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reports, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will immediately notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours after making an oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Medications to Students

Students may need to take prescription or non-prescription medication during school hours. Children are not allowed to bring medication to school. Parents/guardians should bring medications to the nurse's office and fill out the proper paperwork. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Over the counter medications, including cough drops, are considered medication and you must send a note of permission with the cough drops, if your child wishes to use them. Forms

can be found in the school office or on the school website.

Medication is held in a locked cabinet and distributed by the school nurse or certified office staff. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student, name of the medication, directions for use - including dosage, times and duration, name, phone number and address of the pharmacy, date of the prescription, name of the physician, potential side effects, and emergency number for parents.

Long-term medicine should be provided in a one-month supply. Please remind your child that he/she is responsible for asking for the medication at the appropriate time.

In order for acetaminophen or ibuprofen to be administered during school hours, the school must have one of the following:

- Written permission given by parents or guardian (please give information requested above) or electronic permission via the school registration system.
- Telephone permission given by parents or guardians to the school nurse for administration of a single dose of acetaminophen or ibuprofen.

Nurse

The school nurse:

- Provides direct health care to students and staff
- Provides leadership for the provision of health services
- Provides screening and referral for health conditions
- Promotes a healthy school environment
- Promotes health

- Serves in a leadership role for health policies and programs
- Serves as a liaison between school personnel, family, community, and health care providers

The school nurse is in the district full-time on a weekly basis serving the elementary building. To contact the nurse, please call the elementary office and we will transfer your call. If you need to visit with the nurse in person, please request a meeting.

Parents' Role During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency.

- Please update your contact information in JMC during registration or by calling the elementary school office. This will ensure you receive information and updates during emergency situations.
- Review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts," and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situations.
- Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to www.bereadyiowa.org.
- During an emergency, do not call the school nor your child's cell phone. This can

tie up needed phone lines and can hinder efforts to communicate. Calling your child's cell phone may prevent them from hearing important information. Students will be able to use cell phones if they need immediate assistance and once they are safe.

- Do not report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown.

The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases, the district will send brief email messages through JMC in an emergency. In today's world, it is likely that once safe, students will be texting and calling parents immediately. Be aware that information you receive from your child may not always be accurate; ensure the information you are using is official and comes directly from the South Hardin School District. If the building is evacuated, parents will be directed to a specific location.

Persons Picking Up Children

We require that the school be notified if anyone other than parents or legal guardians is to pick up a child during school hours. Parents can reinforce student safety concepts learned at school, including accepting rides and talking to strangers.

Any individual arriving at ENP Elementary in an obvious intoxicated, substance-impaired or incapacitated state will be asked to call another person to pick up the child. If the individual refuses to call another person to pick up the child, and ultimately leaves the premises with the child, the staff will contact the local police. If the staff has reason to believe that the parent was substance-impaired, the staff must act in their role as mandatory reporters and file a child abuse report.

Smoking

School Board Policy mandates that there is to be no smoking or use of any controlled substance on school grounds, this includes e-cigarettes. As of July 1, 2008, state law also prohibits smoking in public places.

Special Diets

If your child has been determined by a physician to have a medical condition that restricts their diet and requires dietary accommodations, a Diet Prescription form must be completed by a medical authority and returned to the school nurse. All meal modifications require a completed and signed Diet Prescription form on file. The Diet Prescription form is available on the Iowa Department of Education website and in your school nurse office.

Student Insurance

At the beginning of the school year, an opportunity for parents to purchase the protection of student accident insurance at a small yearly premium is provided for those who desire it. Inquire about this in the elementary office for more information. The school does not endorse the program, nor receive any benefit.

Vision and Hearing Screenings

Two screenings are organized annually by the ENP Elementary nurse. Vision screenings are completed for all students in Kindergarten and third grade, and as needed. If the school does not receive a completed screening form, kindergarten students will receive a consent form with the option to have your child screened at school and results sent to the Iowa Department of Public Health. Third grade students will be screened at school and results sent to the Iowa Department of Public Health.

The Central Rivers Area Education Agency staff completes hearing screenings annually for students in Kindergarten through second grade, and as

necessary. Parents will be notified only if there is a concern regarding the results of the screenings. Please notify the school nurse if you do not want your child to participate in the screenings.

Visiting School

Minors and students unaccompanied by adults are not permitted to visit the elementary school occasionally. All visitors must report to the office immediately upon their arrival to the building. We ask for no visitors the first and last weeks of the school year and no photos will be taken in the lunchroom.

STUDENT SERVICES

Guidance Counselor

A full-time professional school counselor is available to serve all students. The counselor works with students individually, in small groups, and in the classroom at each grade level. Counselors collaborate with teachers concerning the academic and social/emotional needs of individual students in school. The counselor may also collaborate with parents/guardians by conferencing regarding their child's social adjustments and emotional well-being and connect parents/guardians to outside community resources and agencies.

Lost and Found

A lost and found is maintained by the office. It is the child's responsibility to check periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If your child has lost an item, we will do everything possible to help him/her find it. Money, purses, wallets, watches, and other valuable items are to be turned in to the office. Students are urged to make prompt inquiry

concerning such items. At the end of the school year, clothing and other items are donated.

Nutrition Services

Menus are posted on the school website and sent home with the monthly Tiger's Den newsletter to parents through JMC. All meals meet or exceed the National School Lunch Program (NSLP) guidelines.

2024-2025 Nutrition Prices		
	Breakfast	Lunch
Student	\$1.70	\$3.35
Adult	\$2.50	\$4.85
Additional Milk	\$0.50	\$0.50
Kindergarten Milk Fee	\$35/semester \$70/year	

Students may bring a sack lunch if they wish and will eat in the lunchroom with their class. If a student wishes to buy milk for a sack lunch, they may deposit money for milk in their lunch account. Pop and candy are not allowed.

Free and Reduced Applications

A new free/reduced meal eligibility application must be completed and submitted each year. Free and reduced price meal eligibility applications for each new school year will become available in late July. You can apply for eligibility through the online application or by filling out a paper application.

Join us for Breakfast or Lunch

We encourage guests to join their children for breakfast or lunch on special occasions. Guests should check in and pay at the office. NO PHOTOS ARE ALLOWED IN THE LUNCHROOM.

Payment for School Meals

Lunch money may be deposited in the elementary office. You may also go to the school website and use PaySchool to deposit money into your account. When making payment to the school for hot lunch, please make the check payable to Eldora-New Providence Community School (note child's full name in memo). No cash will be accepted in the lunchroom. When the balance reaches \$0.00, a student may charge no more than \$15.00 to this account. When the account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Parents can pay for meals on-line at the school website via credit card: VISA, MasterCard, Discover, or American Express, or by sending money to the school office.

Account Balance Notice

When a meal account reaches \$20.00, an email will be sent to the parent/guardian reminding them of the meal account balance. Families with negative account balances should send a meal to school with their child(ren) until the account is brought current or a payment schedule has been established. For questions regarding meal accounts, please contact the elementary school office.

School Fees

The school district charges fees for certain items. ENP school fees for the current year are available below.

Book/Materials Fee (at registration discount)	\$75.00
Book/Materials Fee (after registration)	\$95.00

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket

must pay regular prices to attend school district activities.

Student Activity Pass	\$50.00
Adult Activity Pass (year)	\$100.00
Family Athletic Pass (year)	\$250.00

PARENT & COMMUNITY INVOLVEMENT

Custody and Parental Rights

Disagreements between family members are not the responsibility of the school district per Board Policy. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued and are provided to the district will be followed by the school district to the extent permitted by law. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student's problems and concerns.

Fundraising

Eldora New Providence Elementary School keeps fund raising activities to a minimum. Only school-sponsored and administrator/school board approved Eldora New Providence Schools fundraising is allowed at Eldora New Providence Elementary School. No student is to conduct any non-school fundraising at Eldora New Providence Elementary School. Fundraising may be approved for Eldora New Providence Elementary School activities but must be cleared with an administrator prior to any sales.

Parent Concerns

Healthy home and school communications are critical in the school success of children. If concerns arise, parents are asked to first contact their child's classroom teacher. If they believe the teachers are not responsive to the concerns, then please contact the school principal.

Parent-Teacher Organization

The E-NP Parent-Teacher Organization (PTO) consists of parents and teachers working together for the good of the Preschool-5th grade students and their educational environment. The PTO relies on the volunteer efforts of both parents and teachers to accomplish such events as: tailgates, October and February Book Fairs, and a Father-Daughter Dance. Meetings are held once every other month in the elementary at 5:00 P.M. Those interested should contact their child's teacher or office personnel.

School Board Meetings

The South Hardin School District Board of Directors are elected at large for four-year voluntary terms. The Board of Education follows a governance model. In this process, the Board gives direction to the school district as to their priorities and goals, and the administration then develops the best procedures and practices to fulfill those goals.

The Board invites you to attend its meetings. They normally meet on the second Monday of the month. The meetings are open to the public and held in the Administration Building in Eldora. For a complete list of school board meeting dates, please visit our school website.

School Improvement Advisory Council (SIAC)

The School Improvement Advisory Council (SIAC) is a liaison group between parents, community members, staff members, and students with the ability to provide input into decision-making of the

district. The word "advisory" is definitive; that is, to test ideas without final decision-making authority. The term of office for all SIAC members will be a commitment of at least one year.

Section 504 Student and Parental Rights

The South Hardin Schools 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.

Volunteer Program

The Board recognizes the valuable resource it has in the members of the school district community. If you would like to volunteer, please contact the elementary school office.

DISTRICT INFORMATION

Competent Private Instruction/Dual-Enrollment Students

Parents of children who are of compulsory education age (six years of age by September 15 and younger than sixteen years of age) may choose to provide private instruction outside of the public school setting. Instruction can be provided by a non-licensed person or by a licensed practitioner. Parents may also request dual enrollment with the district. This permits participation in a limited number of classes, special education, or extra-curricular activities. Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students are disciplined in the same manner as other students. Information pertaining to private

instruction and dual enrollment can be obtained by contacting the District Office.

Homeless Students

In accordance with 281 IAC Chapter 33, the South Hardin School District is required to give written notice to homeless children and families if the district is going to deny access to their education programs.

Chapter 33 of the Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of three years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- 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;
- 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;
- 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
- 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.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and

activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Please contact the elementary office to ensure that the school district has a current school record.

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 enroll in another school district must apply for open enrollment as determined by the Iowa Department of Education. Open enrolled students from low-income families may qualify for transportation assistance. Students interested in open enrolling out of the school district must contact the district's office for information and forms. The Board of Education will continue to evaluate annual open enrollment policies.

Standardized Tests

Students are given standardized tests throughout the year. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. All students are tested as indicated below.

Standardized tests given include the following:

- FAST Reading and Math Assessment - grade K through 5
- ISASP (Iowa Statewide Assessment of Student Progress) - grades 3 through 5

- COGAT (Cognitive Abilities Test) - grade 2
- NWEA MAP - Fall and Winter testing - grades 1 through 5

Student Media Interviews

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio or other reporters in regard to projects, activities and other school events. This is considered a part of the district's directory information consent policy, along with photos, video, and other media. If you object to your student being interviewed in this manner, please check the appropriate box on the student information form during registration.

TECHNOLOGY

1:1 Learning Initiative

Each elementary student is assigned a laptop at the beginning of the school year. This is similar to the 1:1 learning initiative at the high school, with one exception – elementary students will not take their laptops home each night. They will be stored in the classroom and available to students throughout the day. Students will be expected to abide by all guidelines within the Acceptable Use Policy for Technology. Failure to do so could lead to restrictive privileges.

The overall goal of 1:1 learning at the elementary level is to enhance learning for all students. Technology provides opportunities to support the learning of those who are struggling and extend the learning for those who are advanced. We are excited to continue our 1:1 adventure and look forward to learning new things as we integrate technology into our classrooms.

Acceptable Use Policy for Technology

All technological resources that are provided to ENP students and employees, including network and internet access, are provided to promote educational excellence and 21st century skills. These resources are provided to support the learning objectives of ENP CSD. The student laptop is the property of the ENP Community School District - this resource is on loan to you as a student. All usage, as well as access to the computer network, Internet, and email, are a privilege and not a right. Authorized school district representatives will occasionally monitor use of district equipment, and users will be held responsible for their communication and activity transmitted using district resources. All usage must be in accordance with the District's Acceptable Use Policy and any applicable state or federal laws, both while at and away from school. The rules of this policy are not all inclusive, and ENP reserves the right to change this agreement as deemed necessary. Any users of district technology, including staff, students, or visitors, must comply with the following requirements.

Computer Care

Students are expected to treat their laptop with care and respect. Laptops are expected to be in the student's possession or a secure area at all times. Laptops are not to be marked or written on. Further definition of computer care and acceptable use can be found in the Computer Loan Agreement. Violators of the computer loan agreement will be subject to appropriate consequences and /or fees.

Consequences

Violations of the acceptable use policy will be judged on a case by case basis. Failure to use the computer in an appropriate manner, as determined by school officials will result in consequences as determined by school officials.

Potential consequences include, but are not limited to:

- Student conference
- Parental conference
- Loss of internet privileges
- Temporary or permanent loss of laptop use
- Civil and criminal liability
- Any and all school discipline

Any debt incurred as a result of a policy violation, vandalism, or improper use of the internet is the responsibility of the student and their parent or guardian. Faculty and staff are subject to the same standards as outlined for students. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Due process is followed in any disciplinary action.

- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state or federal law is violated. Ignorance of these regulations will not excuse an infraction.
- It is possible that on rare occasions a user's laptop could be infected by some inappropriate material from an unknown source. The user should inform staff immediately of these issues. Students who know of such misuse and do not report it shall be in violation of this agreement.
- Cheating and plagiarism consequences are described in the SHHS student handbook and are reviewed with students periodically. Violations are handled on a case by case basis, and due process will be followed. Any use of ENP technologies in a manner that is construed as cheating will result in significant consequences.

District Technology Usage

Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The expectations of respect, responsibility, and safety apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas.

Internet Usage

The use of the Internet is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, his/her access will be terminated, and future access may be denied. Some violations may constitute a criminal offense and may result in legal action. Any users of the Internet, including staff and students, must comply with the following requirements.

- Faculty and staff will model appropriate use of the Internet. Appropriate use is limited to educational material only. Users are prohibited from accessing non-educational sites and resources including but not limited to videos (Netflix, YouTube, other video sites), gaming sites, shopping, etc. School system administrators will make the final determination as to what constitutes unacceptable use.
- No user of the internet may engage in the downloading, creation of, or transmission of defamatory, pornographic or harassing images, documents, or messages. Electronic communications include Facebook, Twitter, Snapchat, Instagram, Reddit, all other social media including unmonitored chat rooms

- Use of the internet for personal commercial gain or profit is not allowed.
- Accessing or attempting to access sites that have been intentionally blocked by SHHS/ENP CSD will result in disciplinary action.
- Users will use only school-based email accounts. These accounts are the property of South Hardin High School/ENP CSD.
- Personal or confidential information should not be shared via the internet or email.
- Users will conserve limited district and network resources. Curriculum activities will have priority.
- Users will not use district resources to hack, stalk, harass, or bully, as determined by ENP school administration.
- The ENP school district makes no warranties of any kind, whether expressed or implied, for the internet/network service it is providing.
- The use of hotspots during school is prohibited, any use to circumvent ENP filters and blocked sites will result in disciplinary action.
- ENP schools use an internet filtering system to block inappropriate material [in accordance with federal law]: however, it is understood that no filtering system can provide 100% security. Attempting to bypass filtering mechanisms put in place by the district is a direct violation of this Acceptable Use policy. Every user is ultimately responsible for his or her own activity on the internet.

Printing

Students may use printers with teacher permission. However, printing will be limited to only those things needed directly for instruction. Printing stations will be available at school.

Privacy

The laptop is provided for school-related purposes only. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by ENP Elementary staff to ensure appropriate use. No right of privacy exists. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Administrators, teachers, and support staff will make reasonable efforts to supervise a student's use of the Internet during instructional time to ensure use is appropriate and educational.

- Users will access only accounts, files and information for which they have authorized access
- Users will maintain their password(s) in the strictest of confidence - passwords can not be shared!
- Users will not knowingly allow others to use their account
- Users will be responsible for any activity that is accessed through their account
- Each student is assigned a computer. Students should never swap or share their computer
- Users will be held accountable for any activity or communication transmitted over district resources
- Users may not post private identifying information about themselves or others, including, but not limited to, addresses, phone numbers, identification numbers, full names, account numbers, access codes, or passwords. Identifying pictures may not be posted without permission
- Only district computers are allowed in the school and on the school network. All other computers are prohibited
- The school district is not liable for loss or corruption of data resulting from the use of school technologies

Software

- Users will use only software that has been legally installed on district equipment by district employees or an authorized representative. Altering or modifying preset software is prohibited.
- Staff will provide the District Technology Director with the original software before installing any non-school purchased software.
- Users will abide by copyright laws when using information, pictures and other items obtained electronically.
- Users will abide by all copyright laws.

Use of Network

Students will not intentionally access or download any text file or picture, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a materials and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

It is the student's responsibility to protect their account information. The use of the network is a privilege and may be restricted or taken away for violation of Board policy or regulations. It is the user's responsibility to abide by the policies and procedures of any accessed network or site. Students will adhere to appropriate online behavior at all times including respect for all copyright and license agreements and citation of all references and sources. Students are also expected to apply the same privacy, ethical, and educational

considerations utilized in other forms of communication.

TRANSPORTATION

Bus Discipline Policy

The building principal will be informed if problems arise on the bus. The law gives the principal permission to deny a student transportation if his or her conduct warrants such action, in which case, the student's parents become responsible for seeing that he or she arrives at school. Video cameras are in use at all times for the safety of the students. In the event of a discipline problem cameras may be used to help administration determine cause and to witness events. The cameras also have audio capabilities. The Bus Driver will attempt to correct a behavior problem using approved methods: speaking to the student(s) involved, speaking to parents of students, re-assigning seats, etc. If poor student behavior continues then the Bus Driver will document the details on a Bus Discipline Report form: the principal, parents, driver, and transportation director will all receive copies. Procedure is as follows:

- Referral #1 - student will meet with building principal and parent contact with consequences possible
- Referral #2 - student will meet with building principal and parent contact with consequences possible
- Referral #3 - One to Three-day removal from bus services dependent on the issue
- Referral #4 - One week to two weeks off the bus and possible building consequences
- Referral #5 - Suspended from bus riding for the rest of the school year.

Administration reserves the right to remove a student at any time to protect the safety of other riders.

Bus Riding Expectations

Students will:

- Always listen to and follow the driver's directions the first time
- Stay seated and face front
- Keep hands to self, keep feet on the floor, keep objects in a backpack.
- Use appropriate language and speak in a classroom level voice (1-2).
- Keep all food, drink and candy in their bags and keep bus floors clean by using trash cans
- Keep all objects and body parts inside the bus

Students will not:

- Talk back to the driver
- Move, stand or kneel when the bus is moving
- Harass, harm or bully other riders
- Tease, swear, horseplay, spit, make obscene gestures, fight or rough house with other riders
- Drink beverages, eat candy, eat food or spread trash while riding without the driver's permission
- Open windows without driver permissions or yell or throw things out windows

Video Cameras: Video cameras are in use at all times for the safety of the students. In the event of a discipline problem cameras may be used to help administration determine cause and witness events. The cameras also have audio capabilities.

Weapons: Weapons, dangerous objects, or look like items that are used as weapons to intimidate or cause harm are not allowed on school grounds, at school events or in school vehicles.

The Superintendent's office maintains direct contact with the buses by radio and offers full support of the enforcement of the above guidelines. We ask that you share this message with

your children and join us in our effort to expect their good conduct while riding in our public transportation.

Bus Routes

Busing is only provided for our rural students living outside city limits. Children are not permitted to ride any school bus other than their own unless they secure special permission from the principal or secretary. A note is required from the parent and that note must be signed by the principal. This regulation also applies to town children who may wish to go home with a friend for an overnight visit.

Buses will arrive at the elementary school by 7:40 with the shuttles to Hubbard leaving at 7:50.

All students will participate in bus evacuation drills two times during the school year as they are likely to ride a bus on a class field trip.

Unloading/Loading Students at the Elementary Building

To avoid having students running between or behind buses at the line-up, parents should take elementary students to the east entrance on 9th Street. Parents bringing middle school students to meet the shuttles should drop them off at the sidewalk area west of the buses by way of 11th Street. **Parents should not attempt to pick up or drop off their children alongside the buses at any time, as it is not a safe practice.**

Waiting to Board the Bus

The district provides rural busing as a service to our families. We believe riding the bus is a privilege and inappropriate behavior will not be tolerated. If a child does not follow the basic rules as directed by the driver, the privilege will be revoked on a short or long term basis.

Fighting, bullying, and unsafe horseplay sometimes occurs at the bus stops. We will be especially watchful for these types of behavior. If students are

not waiting in a safe and orderly fashion as the bus approaches and do not practice safe departure after leaving the bus, they will be subject to disciplinary measures. Students who are physically aggressive toward others while waiting for the bus will not be allowed to ride the bus home that day. They will be brought back into the school and a call will be made home requesting someone to pick the child up.

