

John Cline Elementary School

101 Claiborne Drive
Decorah, IA 52101

Phone: (563) 382-3125
Fax: (563) 387-4059

Student Handbook

Viking Pride:

~Be Respectful – Be Responsible – Be Safe~



**Decorah Community School District
2020-21**

Viking Pride: Be Respectful, Be Responsible, Be Safe

It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Ms. Sarah Tobiason, Carrie Lee Elementary School, 210 Vernon Street, (563) 382-3771.

Dear John Cline Families,

On behalf of the staff at John Cline Elementary School, we are happy to welcome you to the 2020-2021 school year! This handbook contains valuable information regarding school policies and procedures. Please read this handbook with your child(ren). After becoming familiar with the information, please keep the handbook for future reference.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject

Communication between school and home is very important. Please let us know by note, email or phone call any changes in your students daily routine. **If you are sending an email, please copy both Administrative Assistant and teacher on the email to ensure that both are aware of the change.**

Our school is a *Positive Behaviors and Instructional Supports (PBIS)* school. Our expectations are: Be Respectful, Be Responsible, Be Safe. Students will be introduced to our common expectations and encouraged to meet them daily through positive support.

This summer, our teachers have furthered their work with Professional Learning Communities as we continue to implement strategies to differentiate instruction to meet all our student's needs. Our building will be the home base for our new instructional coaches, who will work closely with teachers to give additional support, provide resources, and monitor student progress. We give many thanks to our custodial staff for preparing our building for a new year.

We are privileged to have the opportunity to work with our highly qualified and dedicated staff, our wonderful students, and all of the supportive parents. The elementary years are critical times of development for students and families and we look forward to working with all of you to make this school year a successful one.

We anticipated a school year filled with new experiences and learning! Please feel free to contact us with any questions or concerns you may have. We are here to work with you to ensure a quality education for your child.

VISION STATEMENT

Decorah Community School District will be a collaborative, innovative, learning-centered organization empowering students to embrace their personal strengths and create their future.

John Cline Elementary Staff and Assignment

Mark Lane - District Superintendent
 Rick Varney – Principal
 Maddie McLean – Administrative Assistant

Teacher/Staff	Assignment	Teacher/Staff	Assignment
Elizabeth Baumann	Kindergarten Teacher	Diana Morrow	Library Associate
Marcie Dodd	Kindergarten Teacher	Rachelle Branum	Elementary Art, K-4
Carmen Johnson	Kindergarten Teacher	John Hines	Elementary Physical Education, K-4
Clarissa Einck	Kindergarten Teacher	Andrew Ellingsen	Music teacher, K-2
Joyce Richert	Kindergarten Teacher	Shanna Putnam-Dibble	Elementary Learner Advocate
Sarah Carlson	First Grade Teacher	Hannah Hemesath	ELL
Linda Hemesath	First Grade Teacher	Kari O'Hara	Extended Learning Teacher
Carrie Nimrod	First Grade Teacher	Amanda Hahn	Guidance Counselor
Krsita Smith	First Grade Teacher	Julie Geodken	School Nurse
Gabe Twedt	First Grade Teacher	Laura Evelsizer	Nurse Associate
Sarah Brynsaas	Second Grade Teacher	Sarah Elsbernd	Special Education Facilitator
Johanna Delaney	Second Grade Teacher	Juli Rosel	Kitchen Manager
Kristen Hackman	Second Grade Teacher	Lynnette Borsheim	Associate
Karen Kuhn	Second Grade Teacher	Michael Himlie	Associate
Katie Casterton	Second Grade Teacher	Judy Kemp	Associate
Amanda Maki	Special Education	Steve Nesteby	Associate
Heidi Rue	Special Education	Robin Wilkins	Associate
Susan Dugger	Special Education	Pam Dundee	Associate
Meg Numedahl	Reading Teacher	Russell Abbott	Associate
Stacy Williams	Reading Teacher	Dacia Schnuelle	Associate
Anne Berns	Reading Teacher	Peggy Syverson	Custodial Staff
Michaela Seeman	Media Specialist	Shannon Tieskoetter	Positive Behavior Support

District Phone Numbers:
Central Administration Office: 563-382-4208
West Side School: 563-382-4451
John Cline School: 563-382-3125
Carrie Lee Elementary: 563-382-3771
Middle School: 563-382-8427
High School: 563-382-3643
Transportation: 563-382-4165
Food Service Billing: 563-382-4208

ACADEMIC EXPECTATIONS

The Iowa Common Core Standards guide our curriculum and instruction. These guidelines focus on preparing students to be college and career ready. The Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them.

Expectations for Students

- Complete quality work with pride.
- Write assignments in planners and ask for clarification from teachers when needed.
- Take home materials that are needed to complete assignments at home.
- Be responsible for work missed during absences.
- Complete homework on time.
- Accept consequences for incomplete or late homework.

Expectations for Parents

- Provide your child with adequate sleep and nutritious food.
- Value homework and promote respect for homework, school, and teachers.
- Check your child's folder daily; many notes with important information come home via folders.
- Help set up a consistent, organized place for homework with access to supplies.
- Encourage, motivate, and support your child to complete his/her assignments independently but be there for the questions they may have. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by him/herself, please contact the teacher.
- Although there may be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (on average, a 1st grader would spend 10 minutes, a 2nd grader would spend 20 minutes, and so on). Expect your child to complete assignments in a timely manner.

Expectations for Teachers

- Provide meaningful work and feedback to enhance practice, preparation, or elaboration.
- Coordinate assignments/activities among other grade level team members.
- To be supportive and give students the tools they need to succeed.
- Ensure students understand how to complete assignments.

Expectations for John Cline Students

- To show, at all times, respect for authority, fellow students, school property, and the property of others. Follow the PBIS expectations in common areas (as outlined on pg. 14).
- Students will not bully others. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending him/herself.
- To be responsible by showing an interest in learning.
- To show good school spirit by supporting school activities and demonstrating good sportsmanship whether winning or losing.
- Portable CD players, radios, gaming devices, cell phones, iPods, etc. are not allowed to be used during the school day from 8:00 A.M. to 3:00 P.M. If a student's electronic device is turned into the office, a parent will be notified to come to the office and sign for the device.
- Skateboards, roller blades, or scooters must not be used on school grounds and must be stored in the bike rack during school hours.

COMMON AREA AND BUS BEHAVIOR EXPECTATIONS

In All Areas: JCE Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Hallways

- We will use “walking feet” in the hallways and voices off or at a level 1.
- The students will not loiter or congregate in restrooms, hallways, or by lockers.

Assemblies

- The students will sit and listen in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the activities.
- Students will enter and exit the assembly area in a quiet manner.

Office

- Students will be in the office only with permission from the instructor.
- Students will return to the classroom if the office personnel is not there.

Bus

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders shall be seated and facing forward when the bus is in motion, with school iPads away in backpacks.
- Riders should be courteous to the driver and fellow passengers.
- Riders shall help keep the bus and the area around the bus stop clean.

Football Games

- It is strongly suggested that all children be accompanied by an adult when attending football games. Student safety and consideration for other spectators is of the utmost importance.
- Students will view the game from the bleachers or designated areas.
- The behaviors expected of children while at school apply to all DCSD events.
- Balls and other play equipment should not to be brought to the game.
- Students should remain on the home side.
- While the national anthem is being played, students are expected to stand and face the flag and remove any headwear.
- Students who cannot follow rules will be asked to leave the game. Admission will not be refunded.

ATTENDANCE

Each student has a right to receive an education that fosters personal growth and development. Each student has a right to make up schoolwork under set guidelines due to an excused absence. Each student has the responsibility to attend school punctually and regularly. Each student has the responsibility to report to school and scheduled classes on time. The following procedures shall be followed in enforcing the provisions of the Iowa Code, Compulsory Education:

To Report an Absence

A parent or guardian is to contact John Cline Elementary School at 382-3125 by 9:00 AM the day of the absence. If at that time you would like to have your child’s work gathered by the teacher, please let the office know when you would like to pick it up or with whom it should be sent home. You are welcome to leave a detailed voice message before 7:30 AM. Messages are checked promptly.

Excused Absences

If the student is going to be gone due to medical, dental, vacation, or other reason, we request a note or phone call prior to or the day of the absence. Please see the principal concerning extended vacation absences. Examples of excused absences may include but are not limited to:

- Health care appointments.
- Anticipated absences: trips with parents or adult supervised church activities, family wedding, funeral, or required court appearances. (Proper procedure must be completed in advance of absence to be recorded as excused).
- Students who must leave during the day for an appointment need to have a note or parent phone call to notify the office. Students must be signed out on the clipboard in the office when parent picks them up.

Excused Absences Guidelines

- Students who arrive late to school will need to report directly to the office and a tardy slip will be issued and documented. Tardies will be recorded on the student's report card.
- If a student is absent from school and the office does NOT receive a call and/or note excusing the absence, absence is considered unexcused.
- If excessive excused absences begin to have a negative impact on the students' academic, social, and /or emotional behavior, a family-team meeting will be set between the parent and the school administrator via certified mail to discuss the situation.
- Any extenuating circumstances leading to multiple excused absences should be addressed in a meeting between the parent and the school administrator.

Unexcused Absences (DCSD Board Policy Code No. 501.9)

Any absence from school or a class, including tardies, which are not approved by the school principal, shall be unexcused absences. Students are subject to disciplinary action from unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work on time. It shall be the responsibility of the student to initiate a procedure and timeline with the student's teacher to complete missed work.

Examples of an unexcused absence may include, but are not limited to the following: tardiness, shopping, hunting, concerts, and hair appointments..

Procedures for Unexcused Absences (DCSD Board Policy Code No. 501.9R1)

Definition: Regular attendance is very important if a student is to receive maximum benefits from the instructional program. There are times when a student has no control over his/her attendance because of illness or other emergencies. However, a student does have control over unexcused absences. Therefore, a student who has an unexcused absence will be subject to disciplinary action.

Responding to Unexcused Absences:

- Upon missing the 7th day of school in a calendar year, school officials, in their discretion, may send a letter to the parent(s), guardian, or legal custodian of any child who is of compulsory attendance age.
- If absences do not subside, the school truancy officer or principal, in their discretion, contact the parent(s), guardian, or legal custodian of the child who is of compulsory age. A family meeting will be offered between the parents, school officials, and other necessary agencies regarding a child who is of a compulsory attendance age.
- Upon the 10th absence, the County Attorney's office will be notified in writing of the child's attendance record, along with copies of all written correspondence and contact documentation. The County Attorney will send a letter to its designated mediator, family, and school notifying all parties of mandatory mediation. The letter to the family will be send by certified mail.

- Upon notification from the mediator or school officials that mediation has failed to succeed, and upon receiving appropriate documentation of the same, the County Attorney will initiate prosecution under S299.6 of the 2005 Iowa Code.

BEFORE AND AFTER SCHOOL SUPERVISION

Supervision is not provided for students who arrive at school before 7:45 am or stay after 3:15 pm. If a student has to come early or stay late everyday, parents will need to make arrangements with a daycare provider for before or after school childcare.

BIRTHDAY CELEBRATIONS

Birthday treats are a memorable way to celebrate the day at school. It is our policy to allow ***only store-bought treats***. Please avoid peanuts, tree nuts and anything processed with peanut butter.

Please note that grade levels do birthday celebrations differently. Some ask you do not bring treats; rather your student will be able to pick a fun activity for the whole class to participate in. Please check with your teacher before sending birthday treats.

It is preferable for birthday invitations to be mailed, and not distributed at school. We are not able to give out personal information of our students.

BICYCLE REGULATIONS:

Since traffic generally is heavy before school and at dismissal time at all buildings, it is necessary to have some procedure to help ensure safety of all students. We expect students to dismount and walk their bikes on all school grounds and sidewalks, including the school parking lot and playground area. We hope they will cross the streets by walking their bikes safely across the intersection.

BUSES:

Students will be assigned a bus to ride to and from school. Students riding the bus must conduct themselves in an acceptable manner. Frequent misbehavior may result in a conference with the principal, transportation director, bus driver or suspension of riding privileges. Please call the transportation director, Jim Samulson, directly to report bus related problems or concerns. If you plan to pick up your child from school, please call or send a note to notify the school of transportation changes.

BUSES- PASSES:

Sometimes students may want a friend or two to ride the bus home. In this case, please send a note or call the school office concerning this so that a "bus pass" can be written. Drivers will require a permit from non-regular riders on their routes. Some routes cannot accommodate extra passengers without overcrowding. Please check with the bus garage to see if extra riders are permitted on that route. As a general rule, no more than 3 extra riders per child.

BUSES-SHUTTLE:

John Cline students are allowed to ride a shuttle bus between certain buildings. Specific bus information will be made available at the beginning of each new school year. There is an "in-town" shuttle that will go to all schools, Sunflower and stop by churches.

CHANGE OF ADDRESS OR PHONE

Students who have a change of address or phone number during the school year must report the change to the office. It is important that the school records be kept up to date. This change **also needs to be made by the parent in their Parent PowerSchool account**. In the event a parent changes employment, please let us know immediately and also update that in PowerSchool.

COMPUTER USAGE (Board Policy Internet 604.3 and Computer Usage 604.3)

John Cline students will have access to the school district's computer system, which includes Internet access. The school district requires that each student, along with their parent(s)/guardian(s) sign a "user agreement" policy prior to the start of each school year. Use of the computer system and the Internet shall be consistent with school district policies and the mission of the school district. Students using computers for inappropriate reasons will forgo computer privileges for a determined length of time.

CONCERNS:

Occasionally concerns arise about a child's educational program. I ask that all parents follow a simple chain of command to solve any problems that might occur.

1. Please discuss this concern with your child's classroom teacher. Often this will clear up any misconceptions.
2. Contact the building principal if you still have the original concern or feel the concern should be handled directly by the principal. (563-382-3125)
3. If you are unsatisfied after trying those options, please contact the districts superintendent. (563-382-4208)
4. Finally, a time may be set to meet with the locally elected school board. The superintendent can arrange the meeting with the school board. We truly hope that any of your concerns can be handled with your child's teacher or principal.

DAILY ANNOUNCEMENTS

Announcements will be read each morning. Students are asked to listen while this information is given. We will go over lunch menus, birthdays, daily events, ect.

DAILY SCHOOL HOURS:

John Cline students start their day at 8:00 am. They will have supervision on the playground as of 7:45, no earlier. Lunch is served between 11:35 and 1:00. Please call for your student's particular time. Dismissal is at 3:00 pm and pick-ups are dismissed after the buses leave the John Cline drive (~3:05).

DEFACING PUBLIC PROPERTY (Section 2802 Code of Iowa)

If any person willfully writes, makes marks or draws characters or caricatures on the walls of any Church, College, Academy, Schoolhouse, Courthouse or other public buildings or any furniture, apparatus, or fixtures therein, or willfully injure or deface the same, or any wall or fence enclosing the same, he/she shall be fined not exceeding one hundred (\$100.00) dollars or imprisoned in the county jail not more than thirty (30) days.

DELIVERIES

Balloons or flowers should not be sent to students at school. Please arrange for birthday greetings and other special mementos to be delivered at home. If your student has forgotten something at home, you can drop it off in the office and we will get it to their classroom.

DRESS CODE

The staff and administration at John Cline Elementary School will interpret the dress code in the best interest of the entire student body. Good judgment on the part of students and parents should be the primary guide for proper dress at school. Students will dress in appropriate outerwear for the current weather conditions. We take pride in the appearance of our students. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any clothing item that is deemed

distracting to the learning environment is prohibited. The following items of clothing are considered inappropriate:

- Clothing with inappropriate expressions, including drugs, tobacco, and alcohol-related products.
- Short shorts and skirts: a rule of thumb is to have the student stand with his/her hands at his/her side and the clothing item should be as long as his/her fingers.
- Bicycle shorts
- Tank tops, halter tops, spaghetti straps, or bare midriffs.
- Hats or caps will not be worn in the building during the school day.
- Jeans/pants/shorts need to be worn at the waist and should not sag.
- Any accessories deemed unsafe (such as chains) will not be permitted.
- Safe, appropriate footwear is encouraged. Student footwear should be conducive to running, jumping, and playing, and for safe travel on the stairways. No flip flops, please!
- During winter weather, students must wear coats, snow pants, boots, hats and mittens for outdoor recess (and a pair of shoes for when students get to school)!

EDUCATIONAL RECORDS

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 includes name, address, telephone number, date and place of birth, major field study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may not possess radios, CD players, iPods, televisions, water guns, toys, and other similar items on school grounds or at school activities. These items often distract from our responsibilities as students and teachers. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures.

Inappropriate use of a device or a prohibited item will result in the item being taken away from the student, parents will be notified, and the device will remain in the office until the parent picks it up. ***We emphasize that the school is not responsible for lost, stolen, or damaged items.*** Items of this nature are best enjoyed at home where family members can monitor their safe and appropriate use. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated; law enforcement officials may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately.

EMERGENCY PROCEDURES

Take Cover: All schools practice take cover drills for severe weather twice per semester. Students will follow signs and directions to the location for each classroom to use in the event of a tornado or severe weather. Locations are clearly posted in each classroom.

Evacuation: All schools practice evacuation drills twice per semester replicating a fire drill. Evacuation instructions are clearly posted in each classroom. In addition, schools practice evacuating to an off-site location every other year. All of these drills involve leaving the building and accounting for all students and staff members either outside or at the off-site location.

Shelter in Place: These drills are practiced once per year and are generally used when it is not safe for students to be outside and/or potential threat exists outside the building. All outside doors are locked but students generally are able to continue with their day uninterrupted.

Dangerous Intruder: The district has adopted the protocol from the U.S. Dept. of Education and Homeland Security. Students will learn and practice options that can be taken in the event of a dangerous intruder along with discussing ways of preventing these situations.

For more information on emergency plans, please visit our website at www.decorah.k12.ia.us and find the "Safety and Security" tab under the "District" header.

EQUAL EDUCATIONAL OPPORTUNITIES (School Board Code No. 500.2)

Harassment and Bullying Prohibited

The Decorah Community School District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Decorah Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition: Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property
- has a substantially detrimental effect on the student's physical or mental health
- has the effect of substantially interfering with the student's academic performance
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

FIELD TRIPS

Learning activities in the classroom are sometimes enriched by visiting places of interest in the community. 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. If a field trip is required for a course, students are expected to attend the field trip. 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. You will sign a digital permission at registration during the eRegistration portion of PowerSchool.

FOOD SERVICE

School Lunch Program Guidelines

The district provides a school lunch program for all students according to the National School Lunch Program. Federal guidelines require a meal to be comprised of three (3) components before it can be considered a meal. If you are approved for free or reduced meals, you must have the three (3) components for a meal. A child or adult can mix any of the following combinations to make three (3) components: Fruit, Vegetable, Milk and/or Protein. Any other selection is considered a la carte.

A la carte is anything selected that does not constitute a meal under federal guidelines, such as choosing two (2) of the meal options. A la carte is only offered at the Middle School and the High School, except for a single carton of milk. Milk purchased with cold lunch is considered a la carte and is available at all sites. A la carte can only be used if the student has their lunch card and money in their lunch account. Parents may block or put a spending limit on a la carte for their child if he/she wishes. This can be done online or by contacting the Central Administration Office at 563-382-4208. Parents/guardians need to tell their child(ren) about account changes or blocks.

Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all of their children for all schools. In the event that a lunch account balance becomes low, students will be reminded to replenish their account. Parents of students in Kindergarten through 6th grade will be sent a paper reminder in the child's backpack. Students in grades 7-12 are notified as they go through the lunch line. If parents have signed up with an email address, they will get a daily low balance email notice. To sign up for low balance email alerts, please contact the Central Administration Office at 563-382-4208. Lunch account payments may be sent to school with the student or paid in the office.

Cafeteria Rules

- Demonstrate good manners and common courtesy.
- Remain seated and visit with students at the same table where you are seated.
- Keep your area clean.
- All students are expected to assist in keeping our cafeteria clean and prepared for the next group of students.
- Use appropriate behavior at all times.
- All food must be eaten in the cafeteria.

Breakfast

- Breakfast will be available before school hours.
- Please allow enough time for your child to eat breakfast prior to the 8:00 a.m. bell.
- Students will use their daily lunch account number to purchase breakfast.

Lunch With Your Child

Parents are invited to have lunch with their children. Please call the school office before 9:00 a.m. to reserve a lunch. Upon arrival, check in with the office to receive a visitor's badge and purchase your lunch.

GUIDANCE AND COUNSELING

The guidance and counseling program at John Cline Elementary School has been developed to serve the student in many ways. A counseling service is present to enable each student to discuss individually and confidentially any situation that might help them adjust to the work and activities of the school. Make use of this service whenever the need arises.

HEALTH SERVICES

Each student must have emergency information on file in the office, we print these sheets from Powerschool eRegistration reports done by parents/guardians. **It is VERY important all health concerns, medications, emergency contacts and doctor information is noted in PowerSchool.**

This information is to be updated as things may change or each fall around registration.

Emergency Plan: If your child has a health condition that might require emergency care, please see the nurse so that a plan is completed and kept on file at school.

Illness: Parents will be notified and students will be sent home with any of the following signs: fever (100 degrees or higher), diarrhea, undiagnosed rash, vomiting, untreated eye infection, impetigo, ringworm, or any other communicable illness. If illness warrants a student going home and the parents cannot be reached, the person designated by the parents will be contacted. Students with minor illness are encouraged to remain at school.

Immunizations: Students need to have all appropriate immunizations up to date. No entrance into school until these are on record. To request immunization records, contact your family doctors office.

Injuries: Parents will be notified of injuries in apparent need of medical care. In a serious emergency, if the parents cannot be reached or the persons designated by the parents cannot be reached, students will be taken to the hospital for emergency treatment by ambulance.

Medication Policy: The medication policy applies to **all** medications used at school. This includes over-the-counter medications such as Aspirin, Tylenol, Ibuprofen, and cough syrup, as well as prescription medications, inhalers, and eye drops. No medications may be kept with the student unless the nurse has approved it. Written permission and instructions from the parent/guardian are required for all medication given or taken at school. All medication, prescription and non-prescription, must be supplied to the school in the original container and must be properly labeled with the following information:

- Student's name
- Name of medication
- Dosage or amount to be given
- Time the medication is to be taken at school and for how many days
- Physician's name
- Special instructions such as *take with food or take 1/2 hour before eating.*

On the first day that your child needs medication, a written note including all of the above information is needed from the parent before the medication can be given at school. On this same day, your child will be given a medication permission form to take home for a parent/guardian to complete and return to school the next day. The medication permission form **must** be on file at school for medication to continue.

It is the responsibility of the student to report to the office at the time the medication is to be taken. Students will be reminded if they forget to go to the office to take their medication. At the end of the year, any remaining medication will be sent home in the student's backpack. This procedure may be different school to school.

Physical Education: A doctor's excuse is required when a student is not able to participate in physical education class. Students will re-enter class on the date stated on the doctor's excuse. To enter class at an earlier or later date, a note from the doctor is needed.

State education laws require that all students be enrolled in and participate in a course of Physical Education. **Students are required to participate in all PE classes.** If a physician feels that a student should not participate or should only participate on a limited basis, parents must obtain a note from the physician with all restrictions noted and give this to the school nurse. Once the student is cleared by their physician to return to all activities, a clearance note must be given to the school nurse. In the case of an unexpected injury or illness, the school nurse may determine if a student is unable to participate in PE activities.

TB Test: A TB test is required as a condition of enrollment for all newly enrolled, foreign-born students. Students who have been living in a foreign country for six months or more will also need to be tested before re-entering school.

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. The school district needs to know when these changes occur to ensure that the school district has a current student record. If there would ever be an "Order of Protection" issued through the courts, the school would also need that information and will be kept on file.

LIBRARY/MEDIA CENTER

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

Circulation Policies

All materials leaving the library media center must be checked out and become the responsibility of the individual checking them out. It is determined that if a student has removed any material from the library without proper check out, that student will be denied all library privileges.

Books will normally have a two-week circulation period with a one-week grace period. Reference books, magazines and reserve books are due back in one day. They should be returned before school in the morning. Current magazines may not be checked out. Non-print materials may be checked out of the library; check out period will vary.

Lost books should be reported to the librarian. Replacement costs will be assessed only at the end of the school year.

MESSAGES

Messages may be left at the office and will be delivered to classroom teachers. Again, if a change in plans for after school, please call before 2 pm. If email is a good communication for you, please include both classroom teacher and administrative assistant. This way, both parties are aware. As you know, teachers are very busy throughout the day and may only have time to check email on lunch break. Please keep this in mind with the timeliness of your emails to make sure everyone has enough time to see it, again, before 2:00 pm is best.

OFFICE HOURS

Office personnel are available in the school office from 7:30 a.m. to 4:00 p.m. each weekday. The John Cline phone number is 563-382-3125.

Viking Pride CHEER:

**We're John Cline as you can see,
Respectful,
Responsible,
Safe are we!**

**Look at us from every side,
We have got
VIKING PRIDE!!!**

POSITIVE BEHAVIOR SUPPORTS (PBIS)

Our school is participating in an important K-4 initiative. It is called Positive Behavior Support (PBIS). PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Our elementary schools have adopted a unified set of classroom rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, are found in every classroom and non-classroom setting in the school, are as follows:

JOHN CLINE PBIS EXPECTATIONS BY SETTING

Setting	Be Respectful	Be Responsible	Be Safe
Arrival and Dismissal	<ul style="list-style-type: none"> *Level 3 voices. *Listen to directions. *Carry bags appropriately. *Be aware of others. 	<ul style="list-style-type: none"> *After breakfast walk to the playground. *Line up when you hear the whistle. *Pack and unpack quickly. 	<ul style="list-style-type: none"> *Follow adult directions. *Walk to playground
Hallway	<ul style="list-style-type: none"> *Level 2 voices. *Use quiet walking feet. *Keep hands and feet to yourself. 	<ul style="list-style-type: none"> *Walking or standing in a straight line. 	<ul style="list-style-type: none"> *Walk on right side *Have shoes tied.
Bathroom	<ul style="list-style-type: none"> *Level 2 voices. *Wait your turn. *Respect others privacy *Use bathroom appropriately. 	<ul style="list-style-type: none"> *Flush toilet. *"Take 1" – 1 pump of soap and 1 paper towel. *Leave area clean. 	<ul style="list-style-type: none"> *Wash and dry hands. *Keep the floor dry.

Drinking Fountain	*Level 2 voices *Wait your turn.	*1,2,3, that's enough for me.	*Keep hands and feet to yourself *Lips on water only
Lunchroom	*Level 3 voices with neighbors across, left, or right. *Say "Please and Thank You." *Keep hands and feet to yourself.	*Clean up eating area. *Return trays and silverware.	*Walk with eyes facing forward. *Stay in your seat while eating.
Playground	* Level 4 voices. *Treat others fairly. *Include others. *Follow recess rules. *Solve problems using brave talk. *Take turns.	*Dress for weather *Care for equipment.	*Stay within playground boundaries. *Follow rules for equipment.
Bus	*Use Level 3 voices and polite words. *Sit in designated area seat to seat, back to back, feet to floor. *Listen to para educators and bus driver. *Share the bus seats.	*Wait in designated area. *Keep the bus clean. *Keep track of your things.	*Walk *Get on and off the bus in a single file line. *Watch out for traffic and use the crosswalk. *Be aware of your surroundings.

PHYSICAL RESTRAINT OF STUDENTS

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.

PLAYGROUND RULES:

We Value: Fair Play.

We support: You can't say, you can't play.

We use: Walk, Talk, Rock.

We agree to: Play by the Rules.

We know: We are heroes when we stand up for each other.

Swings:

One person on a swing.

Stay seated; chains stay straight.

Others need to stay clear of swing area.

Play Structures:

On slides, go DOWN only, feet first.

Go one direction on monkey-bars; do not grab or pull anyone hanging from bars or climbers.

Additional Playground Agreements:

- Only safe games (activities where physical injury will be unlikely) will be allowed on the playground.
- Games are to be played in designated areas.
- Students must get permission from the duty teacher to go to the nurse or to go into the building for any reason.
- Students shall show respect for fellow students and staff and report illegal, violent, abusive, or threatening behaviors to the supervisor.
- Students will dress appropriately for the weather.
- It may be necessary to share equipment and play areas. Take turns. Students shall use only school equipment on the playground.
- Students are expected to line up quickly and orderly when recess is over and enter the building in a quiet, orderly manner.

***These rules apply at all times, including before and after school hours.**

REPORT CARDS

Report cards for John Cline students are issued at the end of each nine-week grading period.

RIGHTS NOTIFICATION FOR PARENTS/GUARDIANS

Parents/Guardians in the Decorah 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 baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Central Office by calling 382-4208 or sending a letter of request to Central Administration Office, 510 Winnebago Street, Decorah, IA 52101.

SCHOOL MESSENGER

School Messenger is the **official** district notification system. Voice, email, and text messages are delivered from School Messenger for school closings, delays, general information, and emergencies. Please be sure PowerSchool data is current to ensure School Messenger communications are delivered.

STANDARDIZED ASSESSMENTS

John Cline 2nd grade students will take Iowa Assessments (IA). IA will be given in January and. Additionally, K-2 students will be assessed twice a year with the FAST universal screener and the Benchmark Assessment for literacy.

These tests are used basically to determine if the student is achieving as well as he or she should. If progress is slower than expected, other means are used to help students succeed and reach their goals.

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. These can be typically purchased with registration fees or any time throughout the year through the central office.

It is the policy of the Decorah Community School District that elementary students be accompanied by their parents at district activities and athletic events. The expectation is that students sit with an adult and are supervised during times they are attending the event.

TRAFFIC PATTERNS

Morning drop-off

Buses will drop off students on the east hill every morning. **Students being dropped off by parents should be dropped off in the circle drive.** Please make sure to wait until the line has moved almost to the end of the drive by the flag pole to let your student out of the car, even if the line isn't moving. **DO NOT LET YOUR CHILD OUT OF THE CAR BY THE TENNIS COURTS.** They will walk back to the playground from the designated drop off spot.

Afternoon Pick-up

All bussing kids will be shuttled to Carrie Lee in the afternoon. Once at Carrie Lee, Winnebago Street and Vernon Street will be the bus hub. Our John Cline students will get off the busses there and go to their home bus if need be. Others can be picked up there too.

VISITORS

Our doors are locked during the day. Visitors are welcome at John Cline and will use the center door to enter the building. **All school visitors will report to the office to sign in and receive a visitor pass.** If items need to be dropped off for students, please leave these at the office so that instructional time is not interrupted. Adult visitors may wish to visit classes, eat lunch, or talk with staff or students. Parents are expected to make prior arrangements if they wish to visit their child's classroom. Student visitors must be approved by the principal, and are not allowed other than visiting during lunch and recess time.

WEAPONS (School Board Policy Weapons 503.3)

The Decorah Community School District will not permit or tolerate the possession, display, or use of weapons and/or other dangerous objects by any person on school premises or vehicles, while the person is participating in or attending District events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of this policy will be reported to law enforcement agencies as required by law. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis and may allow the Iowa National Guard, United States reserve forces or training corps to perform honor guard services on school grounds.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, BB guns metal pipes, chains, metal knuckles, fireworks, explosives or other chemicals, and simulated weapons, including toys.

Students may be subject to expulsion for at least one calendar year for violating this policy. The administration or Board may impose a lesser sanction if in their judgment all of

the circumstances surrounding the incident warrant a less severe sanction.

WEATHER CANCELLATIONS

When it becomes necessary to start late or cancel classes due to inclement weather, the local radio stations will make the announcements beginning as soon as the decision has been made. The best and fastest way to keep informed is by SchoolMessenger. It is the District's official communication tool.

- Radio Stations: KDEC (100.5 FM or 1240 AM)
KVIK (104.7 FM)
- Television Stations: KWWL (Channel 7)
KCRG (Channel 9)
- Decorah Community School District website
- School Messenger (Opt-in text “yes” to 68453)