

Spencer Schools Elementary Handbook 2011-2012

Fairview Elementary 262-4842 Johnson Elementary 262-2710 Lincoln Elementary 262-3752



“The Tigers”

August 1, 2011

Dear Parents:

On behalf of the entire staff of Spencer Community Elementary Schools it is a pleasure to send this message of welcome to our parents and students. Our schools have a very successful educational program, and with our competent staff such a program will continue to provide opportunities for our students to grow academically, physically, and socially. This handbook has helpful information; please keep it for future reference. If you need more information, please contact your respective school to arrange an appointment with the appropriate individual for assistance. Again, welcome, and best wishes for a successful school year.

Sincerely,

Lucas DeWitt, Principal

Stephanie Anderson, Assistant Principal at Johnson

Cindy DeVlaeminck, Assistant Principal at Lincoln

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SPENCER ELEMENTARY SCHOOL HANDBOOK 2011-2012

Vision Statement: The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected, and valued.

Students are challenged to think independently, inquire creatively, and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

Mission Statement: All students will develop maximum knowledge and skills to become lifelong learners and responsible citizens.

District Motto: Learning Today.....Leading Tomorrow

Educational Equity Policy Statement

It is the policy of the Spencer Community School not to illegally discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 601A of the Iowa Code.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this district to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries and grievances regarding compliance with Title IX, Title VI Section 504 or Section 601A may be directed to Mr. Terry Hemann, Superintendent of Schools at Spencer Community Schools, 23 East 7th Street, Spencer, Iowa 51301, Phone number 712-262-8950; to the Director of Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Attendance

Students who are under 16 years of age are required to attend school on a regular basis. Students must attend a minimum of 37 days per quarter and a minimum of 148 days per year in order to be considered in regular attendance. If a student must be absent in excess of the number of days outlined above, the parent/guardian has the responsibility of contacting the school to discuss these absences. Violations of the compulsory attendance law must be reported to the Clay County Attorney. *Please note every third tardy is considered a missed day on total absences.

Tardiness

Students are expected to be on time daily. Being punctual is an important trait that is required if boys and girls are to receive the maximum in classroom learning activities. Every third tardy is considered as a missed day on total absences.

Truancy

The following procedure is used when handling cases of absenteeism:

- Students who have been absent are required to bring a written excuse from parents.
- If we do not receive a note, and we feel the absence is questionable, we contact the parents by phone or letter, whichever is most expedient.
- When absenteeism continues, the school nurse is asked to check and see if illness is the problem.
- If the nurse feels that there is not sufficient illness to merit long absences, she will usually recommend a thorough check-up by a physician.
- If the truancy problem remains, the police are asked to check the situation.

HEALTH

The health office provides basic first aid for injuries and illnesses during the school day. A registered nurse staffs it; however, it is not a clinic or a substitute for your own physician or health care provider. The nurse will be in each building to follow through on various health screenings.

Requirements for Kindergarten and KinderKids Enrollment

Each student is required to have a current physical, vision and dental exam. This needs to be within one year of enrollment. Blood testing is required if it has never been done. The student must fulfill this requirement before the 1st day of classes.

Immunizations

Iowa Code Section 139.9 requires that, as a prerequisite to admission to an elementary or secondary school, an applicant shall present (1) a certificate of immunization showing that all required immunizations are up-to-date, or (2) a provisional certificate of immunization, or (3) a certification of immunization exemption. All parents of Kindergarten students **must** bring their child's immunizations records indicating dates and types of immunizations, and completed physical form to registration. A copy of the child's birth certificate is also required.

Please check your child's immunization status now and if needed, make appropriate arrangements to bring their immunizations up-to-date.

REQUIRED IMMUNIZATIONS FOR GRADES KINDERGARTEN–12:

Polio -

3 doses with one dose received \geq 4 yrs of age if born on or before Sept. 15, 2003 OR

4 doses with one dose received \geq 4 yrs of age if born after Sept. 15, 2003

DTP -

3 doses with one dose received \geq 4 yrs of age if born on or before Sept. 15, 2000 OR

4 doses with one dose received \geq 4 yrs of age if born after Sept. 15, 2000 but before Sept. 15, 2003 OR

5 doses with one dose received \geq 4 yrs of age if born on or after Sept. 15, 2005

MMR - 2 doses: 1 dose \geq 12 months of age, 2nd dose no less than 28 days after first dose

VARICELLA -

1 dose received \geq 12 months of age if born on or after Sept. 15, 1997 but before Sept. 15, 2003 OR

2 doses received \geq 12 months of age if born on or after Sept. 15, 2003 OR a reliable history of natural disease. What is "a reliable history of natural disease?" If the parent simply states that the child has had chickenpox, this should

be documented on the immunization record and will be sufficient. *The child must have this requirement met before the first day of school or daycare.

(NOTE: This requirement must be met **before** the first day of school and is not eligible for "provisional" certificate of immunization.)

HEPATITIS B: 3 doses if born on or after July 1, 1994

LEAD SCREENING: Prior to entering Kindergarten children must have a blood lead test.

DENTAL SCREENINGS: Prior to enrollment in Kinderkids/Kindergarten AND prior to High School enrollment.

VISION SCREENINGS: Prior to enrollment in Kindergarten/Kinderkids.

A "provisional" certificate of immunization will not be valid because varicella is a single shot immunization.

When to Keep Your Child Home

When a child complains of not feeling well on a school day, a decision must be made as to whether the child stays home or goes to school. Guidelines that may be helpful are listed below:

If your child has:

- A fever of 100 degrees or more. A fever is a warning sign that all is not well with the body. A child should be fever free for 24 hours before returning to school. A good policy for the health of your child is to keep them home at least one day when coming down with a cold.
- A "bad" cold especially if accompanied by other symptoms--hacking cough, chills, headaches, etc. A child who feels miserable cannot concentrate or learn. Rest may be of great benefit. Colds that linger may require a doctor's care.
- A stomachache, vomiting, or diarrhea. If severe or persistent contact your doctor. A child with diarrhea should be kept home and not return to school until diarrhea free for 24 hours.
- A rash may be the first sign of one of the childhood's many illnesses. Do not send a child with a rash to school until your doctor has said that it is safe to do so.
- A communicable disease: pink eye, chicken pox, and impetigo. If your child has a communicable disease, please contact the school so that notes may be sent home if appropriate. This will let other parents of the students in the class know what signs to be alert for regarding the disease. If your child has had a communicable disease and returns to school, the school nurse may request a note from the physician allowing the child's return. If your child has seen the school nurse, and it is felt that the illness is suspicious of a communicable disease, the nurse may send the student home, allowing return only after cleared by a physician.
- If your child receives medication from the physician for a communicable disease, the school requires that the child have been on the medication for 24 hours before returning to class.

Administration of medications during school hours:

Board policy states: No medication shall be given by unauthorized personnel at any school in the district, except as provided by the written prescription of the physician and the written permission of the parent or guardian of the student receiving the medication.

In the few cases that it may be necessary for a student to have medication at school, the following must exist:

- Medication **MUST** be in the **ORIGINAL CONTAINER** from the pharmacy. Inhalers must have the prescription label on the inhaler itself as well as the box.
- Over-the-counter medications **MUST** be in the **ORIGINAL CONTAINER/BOX**. This is essential to ensure the correct dose for the student's age and route of administration. **Parent instructions shall not conflict**

with the product label directions on the container. The RN may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.

- Parents **MUST** give written authorization for the administration of either prescription or over-the-counter medication. **Parent instructions shall not conflict with the pharmacy label directions. Medication WILL NOT be given unless there is written parental authorization.**
- The administrator of the medication must be a nurse or other authorized trained individual.

IF MEDICATION IS BROUGHT TO SCHOOL:

- It should be given to the teacher, secretary, or nurse upon the student's arrival at school.
- No medication is to be kept by students in their lockers, desks, or on their person.
- Prescription medications **CANNOT** be carried on the student's person.
- If inhalers are needed and the parent desires the student to carry them on their person, **WRITTEN** permission must be provided by the parent for the school nurse. The inhaler **MUST** have the prescription attached, which will include the student's name.

Medications that are to be given three times a day need not be given at school. Every effort should be made to give medications at home so that it need not be done at school. Medications ordered to be given more frequently than three times a day or every eight hours, however, may need to be given at school. Herbal remedies and supplements **WILL NOT** be given at school. If all guidelines are followed, no problems will arise. These guidelines are for your student's protection. The school nurses thank you for your cooperation.

Admission to School After an Absence

Children, who have been absent due to illness or injury, are asked to bring a written excuse from parents or guardians when they return to classes. If there are any restrictions or special instructions for the care of your child following the injury or illness, **PLEASE** have them in writing.

Illness and Accidents at School

In case of an accident or injury during the school time the student should report the accident to the teacher. The teacher will decide if the child needs the attention of the nurse. The school secretary or teacher associate will assist the child if the nurse is not available. If the child is seriously injured, the nurse, secretary or teacher associate will contact the home.

It is ESSENTIAL that you provide the school with an emergency contact number to be utilized if you cannot be reached. It is VITAL that this information be kept current and as complete as possible. NO child will be sent home until arrangements are made.

Hygiene

Cleanliness should be the concern of the parents, teachers, and the children. Before sending children to school, parents should be certain that children have clean clothes and are bodily clean.

Recess and Cold Weather

A note is needed to stay in for recess. If the child needs to stay in longer than **THREE** days, the nurse will be contacted unless there is a physician's excuse to stay indoors. Being outside in cold weather will not cause a cold. Fresh air and exercise help the student perform better in the classroom.

Living in Northwest Iowa we should expect a normal amount of very cold weather. Parents should always make sure that children are properly dressed for this type of climate. The following procedures will be used when determining if children should go outside for recesses:

- Regular temperatures 1 degree to 15 degrees below zero - a short trip outside to get fresh air.
- Wind chill 15 degrees below zero - do not go out.

Please make sure your child is dressed for cold weather. (Boots, hat, mittens, snow pants, heavy coat.)

School Cancellations

When there is inclement weather and school is either called off or dismissed early the announcement will always be on KICD, Hot 100, KUOO, and Q102. If there is an indication of bad weather the best procedure to follow is to listen to the radio and television. (TV channels: KMEG, KTIV, KCAU.)

School Hours

Students in the Spencer Elementary Schools are allowed to enter the building at 7:45 a.m. **We ask parents to cooperate by not sending students to school earlier than 7:45 a.m.** Students who need special help or wish to come early to study for something special may make arrangements with their teacher or go to the media center or computer laboratory.

School day hours are 8:30 a.m. -3:30 p.m. (Please contact your school for lunch times.)

Office hours at Fairview, Johnson and Lincoln Schools are: 7:45 AM-4:30 PM.

BUSING INFORMATION - SAFE ROUTES TO SCHOOL

ALL bus routes and times have changed from previous years. Please do not assume that your child's bus stop location and time are the same. Bus personnel will be on hand at registration to inform you of bus stop location and times. All individuals planning to use bus service must stop at the Transportation Table to sign up for busing and learn the time and location of your bus stop. Bus routes and other matters relating to transportation are handled by the Director of Transportation, 262-1118.

The Spencer Community Schools and the City of Spencer are partnering with the Iowa Department of Transportation to present a new program known as "Safe Routes to Schools." The program will encourage safety and wellness by creating safe routes for students to walk or ride to their schools.

Regulations for Students Riding Buses

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. The driver of the school bus shall be held responsible for the orderly conduct of the pupils transported.

Discipline problems are to be handled in the following manner: (1) First Time - Verbal warning to student by bus driver. (2) Second Time - The student's name and description of the incident will be written up on the "Bus Violation Report Form" and given to the director of transportation and the building principal. The principal will meet with the student to explain the bus privileges and send a copy of the report and action taken to the parent. A copy of the "Regulations for Students Riding Buses" will also be sent home. A conference may be held with the bus driver, principal, director of transportation, parents, and the student at which a procedure for enforcing good behavior will be developed. (3) Third Time - Same procedure as second time. Action: A three-day suspension of bus privileges. (4) Fourth Time - Long term suspension of bus privileges. NOTE: If the safety of the busload of students is in jeopardy, the step process may be eliminated. Questions concerning bus services may be directed to Director of Transportation at 262-1118.

Bicycles:

We ask that bicycles be put in the bike racks that are provided. A bike lock is suggested for safekeeping. Students should wear bicycle helmets when riding to prevent head injuries. It is suggested that parents visit with their children about bike safety. We ask that students walk their bikes when they enter school grounds.

Skateboards and Roller Blades

Students using skateboards or roller blades as transportation to school must remove roller blades and stop riding skateboards as soon as they are in the school area. They are not to be used on school property.

Hot Lunch - Cold Lunch - Milk Students are allowed to take hot lunch, carry cold lunch, or eat at home.

Breakfast is served beginning at 8:00 a.m. Students who cause behavioral problems in the lunchroom will be asked to eat in another designated area. Students who carry cold lunch need to tell the meal tracker personnel if they are having milk and it will be deducted correctly from their lunch account. Hot lunch people who wish seconds on milk may purchase milk for 30 cents.

Milk for daily milk break is paid for out of the child's lunch account also. **We ask that parents keep all lunch/milk accounts current. (When students have free and reduced lunches the snack milk is not covered under the free and reduced plan. Families are responsible to pay for snack milk if a student wants to take the milk.)**

The use of pop for sack lunch students is not allowed. Milk can be bought for less. The use of candy by sack lunch students is also discouraged because it is contrary to what we teach in wellness and health.

Lunch Accounts

ALL student accounts will be set up as Family Accounts. Parents can make one deposit and all children's expenses, no matter which schools their child/children attend, will be drawn from this account. Accounts should not carry a negative balance. Should an account go into the negative the district charging policy will become effective.

SPENCER SCHOOLS BREAKFAST AND LUNCH CHARGING POLICY

1. Allow a \$20 limit for students charging per family or individual account.
2. If an account has charged \$20, and no payment is received or no prior arrangements have been made then:
 - A. Students will not be allowed to eat breakfast.
 1. Student will receive a sandwich and milk for lunch at no charge for 3 days. If account balance is not corrected after 3 days, student will need to bring a sack lunch to school.
 2. Students will not receive milk break or seconds at breakfast or lunch until balance is positive.

Should you have questions regarding your student's account, or would like to request that limits be placed on an account, please call the Nutrition Office at 264-3423 and we will assist you in managing your student's account.

Free and Reduced Lunch/Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Parents or students who believe they may qualify for temporary financial hardship should contact the central office during the school year. At registration time, an application form may be filled out by parents or guardians to see if student (family) qualifies. This waiver does not carry over from year to year and must be completed annually.

NOTE: Students who have free/reduced pricing only receive this pricing for the first meal charged. Additional meals are at the regular student cost and require money to be in the account for these charges to occur.

Parents are welcome to eat at school, but are asked to contact the school before 9:00 a.m. The cost of an adult lunch must be paid prior to eating with the student.

STUDENT FEES FOR THE 2011-12 SCHOOL YEAR

Book Fees	Grades K-6	\$20.00
	Grades 7-12	\$40.00
Parking Permit	Grades 10-12	\$30.00
Activity Ticket (optional)	all grades	\$20.00
Hot Lunch Fees	Breakfast	\$1.25
	Lunch	\$2.50
	Milk (carton)	\$.30

School Supplies

A list of supplies needed is available at your school in the principal's office. Please replenish student supplies during the year as needed.

Change of Address

Any time that a student moves during the school year they should inform the office of the new address so that our permanent records can be up-dated. When students are moving out of town parents are asked to come to the principal's office to complete the necessary forms.

Insurance Information for Students

School accident insurance is available through the school. This is an opportunity available to each family but it is not required by the school. Brochures and applications will be available at registration and at your school office.

Hawk i (Healthy And Well Kids In Iowa)

This insurance program is designed to provide health care coverage for uninsured children under the age of 19. In addition to hospital and physician coverage the program covers dental, prescription and vision care. A simple application form can be obtained by calling the hawk-I customer service center at 1-800-257-8563. Office hours are 7 a.m. to 7 p.m. Monday thru Friday. Details are also provided at www.hawk-i.org.

Student Insurance Basic Plan

Since the school district does not purchase accident insurance to cover injuries incurred by your child at school we encourage all families to have accident coverage on their children prior to participation in any sports or school-sponsored activity. The cost to obtain this coverage is as follows:

Full-time coverage: Grades PreK-12 \$89.00 (with no sports)

School-time coverage: Grades PreK-12 \$14.00; no interscholastic sports grades 7-12

School-time coverage: Grades 7-12 \$79.00; with all sports except football 9-12

Extended Dental: PreK-12 \$9.00

Children Visiting School

Occasionally students ask if they may bring a friend to school. We do not discourage this, but feel that one-day should be the most anyone should visit. Visitation should be cleared with the school & teacher ahead of time.

Parental Visits and Volunteers

Parents are always welcome and encouraged to visit school. **All visitors are requested to sign in office when visiting school.** This assists us in identifying all people on the school grounds. Parent volunteers are an internal part of the educational process. Room parents, advisory groups, classroom help, and the sharing of a special talent are some of the ways parents can assist the school. If you would like to be involved in any of these activities, please contact your child's teacher or principal for more information. **(Volunteers may be asked to wear a nametag while volunteering.)**

Parties in the Classroom

Parties shall be limited to October, December, and February and shall not exceed one hour. Parents are asked to not send birthday party invitations, balloons, or flowers to school. Students who are left out are very disappointed.

Treats at School

Birthday treats by children will be permitted in elementary schools. **It is required that when students bring birthday treats that they bring purchased and individually wrapped items. We would also like to encourage that healthy snacks are brought for birthdays and parties to promote wellness in all children.**

Christmas Exchange of Gifts

Student gift exchange is not mandatory but if individual rooms wish to draw names among students it is permissible. The cost of these gifts should not exceed \$1.50-\$2.00.

Dress and Grooming

Parents are responsible for seeing that children come to school clean, neat, and adequately nourished. Casual clothes in good taste are acceptable attire. Clothing attire that may be appropriate for other events or settings are not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of the atmosphere conducive to learning, is unacceptable.

- Shoes are to be worn at all times. Remember young children are very active and play many such games as kickball, soccer, and running games. **Sandals/flip-flops should not be worn on PE days. Open toed sandals are not suitable to be worn for games and used on the pea gravel. Children are required to wear boots during inclement weather and when playground conditions require them. Boots, shoes, and clothing should be clearly labeled so that items can be easily identified when lost.**
- Any article of clothing that is obscene or which contains profane or sexually suggestive language is unsuitable attire. Since we spend a lot of time teaching wellness to students we believe it is inappropriate to wear Beer/Cigarette T-shirts.
- Any article of clothing, which promotes illegal drugs or alcohol, is considered improper.
- Hats, caps, and bandannas are not to be worn during the school day.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing, which is excessively revealing or disruptive, is considered improper. **Spaghetti straps, midriff tops, short shorts and halter tops are not permitted. A general rule of thumb to follow on length of shorts is that the bottom hem of the shorts must reach a student's fingertips when the arm is extended by the side.**

Lost and Found

Items that are found will be placed in a box in the building. Students can find where the boxes are located by checking in the office. Items of value that are found will be kept in the office. (At the end of the year the lost items are displayed and if not claimed are taken to the Good Will.) **Please label your things for school. They can be returned to the owner much faster.**

Gum and Candy

The use of gum and candy is prohibited unless allowed by the teacher for a special occasion.

Toys, Tools and Animals

Items such as toy guns, and any other toys or tools that would be considered improper for school usage should not be brought to school. Because of possible health hazards, we ask that animals not be brought to school without permission and a current health certificate. An adult needs to bring and take home the animal.

Student Discipline

All students will be expected to act in a mannerly way. They will be expected to work willingly with teachers, teacher associates, secretaries, custodians, and other personnel in the building, and to follow school rules. The Boys Town Behavioral Reminders are taught & practiced regularly.

Nondiscrimination Policy

Every student of the Spencer Community School District will have equal educational opportunities regardless of race, color, creed, age, sex, sexual orientation, gender identity, disability, religion, national origin, marital status, or socio-economic status.

Further, no student on the basis of gender will be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

The board will designate an individual to serve as the school system's Title IX Compliance officer and will publicize the name, office address, and business telephone number of the designee. Inquiries about the enforcement of this nondiscrimination policy can be directed to the Compliance officer or to the Director of the Office of Civil Rights, Washington, D.C.

Suspensions or Expulsion:

First Offense: Students shall be suspended from school by the building principal for a minimum of three (3) days and a maximum of ten (10) days for behaviors or actions that are unsafe for themselves and/or others. Suspensions beyond the ten (10) days must be approved by the Superintendent of Schools. As soon as possible, the student and his/her parents or guardians are contacted and a meeting takes place to determine what services are available to help the student. The school counselor, police or other school authorities may be asked to attend the meeting and determine what kinds of evaluations, treatments, counseling services will be used. The student's compliance with the referral and an agreement to participate in recommended remedial programs, as well as treatment prescribed, shall be completed prior to the student's re-admittance to school. The outcome of the evaluation reports shall be made available to school authorities. Failure to continue the recommended treatment program will result in a suspension until the student complies with the prescribed treatment.

Second Offense: Students shall be placed on suspension by the building principal for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days if necessary. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for consideration for long-term suspension or expulsion.

Dangerous Objects

The principal or his/her designee must use discretion and in many times immediate decisions are a result of students bringing dangerous objects to school. Objects such as guns, explosives, certain chemicals, knives, etc. are included in the dangerous category list. Any objects capable of causing death or serious injury may be categorized dangerous weapons as determined by administrators and staff.

Dangerous Objects Other than Guns

The following actions shall be carried out by the administration when a student brings a dangerous object on to the school premises or transportation system:

1. The object shall be confiscated.

2. The students or guardians are to be informed.
3. The police department may be notified to pick up the object and conduct an investigation.
4. The student may be removed from school until such time as the police department and/or the school has completed its investigation.
5. Psychiatric and/or psychological reports may be requested prior to the student's return to school.
6. A recommendation for expulsion may result depending upon the severity of the situation.
7. Notify legal counsel of circumstances and possible litigation if appropriate.

Guns

The following actions shall be carried out by the administration when the student brings a gun to the school premises or transportation system:

1. The gun shall be confiscated.
2. The student's parents and/or guardians are to be informed.
3. The police department shall be notified to pick up the gun and conduct an investigation.
4. Legal counsel shall be notified of the circumstances and possible litigation.
5. The student shall be removed from school until such time as the police department and the school have completed the investigation and the reports have been reviewed with the superintendent.
6. The student shall be expelled from school for a period of one year from the date of the incident unless the investigation would prove that other action should be taken.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, 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 grounds 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 terrorist 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.

When students that can be viewed as a potential threat to others, even if they are made jokingly, make comments they must and will be taken seriously by the school. The following steps will be taken:

1. Administrators will conduct a full investigation.
2. Parents will be notified and asked to assist with the investigation.
3. The police may be called to conduct their investigation.
4. The student's locker and possessions may be searched.
5. The police, as part of the investigation, may search the student's home to determine if he or she has any intentions of following through with the threat and to help determine if he or she has access to any weapons.
6. The school or police department may file charges.

7. The student may be suspended for a period of time and may be referred to an outside agency for an evaluation.

STUDENT ANTI-BULLYING/HARASSMENT

Harassment of students by students, staff, and volunteers will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

The board prohibits harassment, bullying, hazing, or any other victimization of or by students, staff, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status, or familial status and which creates an objectively hostile school environment. This section in no way implies or grants additional rights to any class of persons listed beyond those rights specifically granted elsewhere in the Spencer Community Schools policy handbook. Individuals 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.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment complaint or assisted or participated in harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor or principal, and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

COMPLAINT PROCEDURE

A student who believes that the student has been harassed shall notify the building administrator, or the designated investigator. The alternate investigator is the school nurse. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

Unsafe School Choice Option:

In the event that a student becomes a victim of a violent criminal offense while in or on the school grounds at the school he/she attends, an option to transfer to another elementary school within the school system is possible. A transfer is made at the discretion of the principal after consulting the student's parents. Whenever a transfer is necessary, documentation is made of parent notification, the offer and reason to switch schools, parent acceptance and the completion date of the transfer.

Use of Telephone

Students are asked to use the telephone only in cases of illness or emergency. Since our telephone system gets a large amount of use, we ask that parents and children talk over such things as YMCA and piano lessons ahead of time and thus alleviate many unnecessary calls.

Cell Phone Usage

Cell phones may not be used at school during the school day. Phones may be kept in the lockers, in the school office or with the teacher until the end of the day. Cell phones being used during school hours will be given to the teacher to be returned to the student at the end of the day. Repeat offenders will earn themselves a consequence.

Drugs, Alcohol, Tobacco

It is against school regulations for students to possess drugs, alcohol and/or tobacco on school grounds. Disciplinary action will be taken for students in violation of this policy.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Student lockers may be searched in compliance with board policy regulating search and seizure. These searches may be announced or unannounced. Padlocks should not be placed on the lockers at any time.

Playground

Since there are usually a large number of students on our playgrounds, we have the following rules concerning playground activity:

- Respect school property and other student's rights.
- ***Contact sports are not permitted on school grounds (tackle football, King on the Mountain, etc.)**
- Use of appropriate language is expected.
- *Kickball and other ball games are to be played away from the school building.
- *Any incidents of fighting will be referred to the principal and he/she will deal with them personally.
- Jumping or flipping off of the swings is prohibited.

Playground Supervision

There is no playground supervision before and after school. School personnel supervise noon times and recesses. Students are asked not to play on the playground after school. They are to go home, but may return at 4:15 PM.

Safety in School

The school continuously emphasizes safety precautions. Parents can help by reinforcing the following rules:

- **Pedestrians and children should cross streets at corners and use crosswalks whenever possible.**
- School doors will be locked during the school day. The school's front entrance door will remain open and should be used for business throughout the day. All doors are locked at the end of the day.

Missing Children

In the event that a child is found missing from a classroom, the teacher will immediately notify the office. A building search will commence until the student is found. If the building search fails to locate the missing child, the principal, parents or guardian of child, the local police and the Spencer Schools Central Office are notified. Only when the child is found or efforts are dismissed by the Police Department does the search end.

In the event a child is missing from bus transportation to or from school, or from their pick-up or drop-off point notify the appropriate school office. The child's teacher, parents, the bus transportation office, and the principal are then contacted. A search begins. The local police are called when the school search has not found the missing child/children. Directions from the police are then followed by the school.

Special Services

Services provided by a speech pathologist, school psychologist, school social worker, and audiologist are available. Resource room teachers are available to help students with special learning problems. Students assigned to this program spend most of their time in regular classes but may go to the resource room for the time period designated in their Individual Education Plan. Guidance counselors are available to help student and parents in every building and are an integral part of the school's curriculum. Counselors work to help students, parents, teachers, and other agencies with their concerns. These special services are free to the students and important in the academic and social success of the student.

Band

In the fifth and sixth grades individual and small group lessons on band instruments are provided during school time, once a week, with each lesson lasting approximately 15 minutes. There are two school wide bands for students to participate in: the Fifth Grade Band and the Sixth Grade Band. Rehearsals are held twice a week, prior to the school day at Lincoln Elementary School. After rehearsal students are bused back to their respective buildings. For further information, contact the band director through Lincoln School.

Physical Education

During the coming school year your child will be participating in physical education classes two times each cycle. The purpose of these classes will be to provide activities, which will aid in the physical and motor development of the student. These activities will consist of much movement and exercise, and will occur either in the gymnasium or outside as long as weather permits. We would like you and your child to take this into consideration when selecting clothing for the days when they are to have physical education. (Students need to wear tennis shoes to PE. Sandals or flip-flops will not be allowed for PE.)

We would encourage the student not to wear good clothes or those that greatly restrict movement. We would also like the students to either wear tennis shoes, a soft-soled shoe. If for some particular reason, illness or injury, your child is not to participate in physical education, please send a written excuse to school to be given to the physical education teacher. The elementary physical education teachers believe that physical education is an integral part of the total elementary education curriculum. We will provide a variety of activities to aid in the physical and motor development of the student. If at any time you have problems concerning physical education or are interested in what your child is doing, please feel free to visit with us.

Discrimination Grievance Procedures

Any parent, student, or employee of the Spencer Community Schools shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Acts, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act 1973.

LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR

Any employee with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor or building administrator.

LEVEL TWO - TITLE VI, TITLE IX AND SECTION 504 COMPLIANCE OFFICER

If the grievance is not resolved at level one and the employee, parent, or student wishes to pursue the grievance, the employee, parent, or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer.

A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the superintendent within fifteen (15) working days after receipt of the complaint.

LEVEL THREE - TITLE VI, TITLE IX AND SECTION 504 COMPLIANCE OFFICER

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent or his/her designee. The superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The superintendent or his/her designee will render a decision with ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievance, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer

Name: Mr. Terry Hemann, Superintendent, P.O. Box 200, 23 East 7th Street, Spencer, IA 51301 Phone: 712-262-8950; office hours 8:00 A.M. to 5:00 P.M. (Monday through Friday).

Student Information Files

If there are any changes to be made in the pupil information file, please notify the school. **A parent's place of employment, telephone number or the emergency number is critical in an emergency.**

School Records

Parents have the right to see school records. It is recommended that if you desire to see your child's records that you contact the principal of that building to make an appointment.

The Spencer School District collects and maintains records for each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his education and may include the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, and objective counselor or teacher ratings and observations.

The records of each student are located in the school building, which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance of student records for each school building listed below.

School	Name
Johnson Elementary	Lucas DeWitt or Stephanie Anderson, Assistant Principal
Lincoln Elementary	Lucas DeWitt or Cindy DeVlaeminck, Assistant Principal
Fairview Elementary	Lucas DeWitt or Laurie Murray
Middle School	Steve Barber
High School	Joe Muetting or Jade Beehler, Assistant Principal

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll
- C. Representatives of state and local government when auditing and evaluating federal educational progress.
- D. Persons in connection with a student's educational financial and applications.
- E. Organizations that process and evaluate standardized tests.

- F. Accrediting organizations for accrediting purposes.
- G. Parents of dependent children, regardless of child's age.
- H. At the time of an emergency.

Any other access to student records shall be only upon written consent or upon court order or legally issued subpoenas.

Students' records are reviewed and inappropriate material removed periodically.

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

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge at the school, which the student is attending:

- Name, Address, Telephone listing
- Date and place of birth
- Major field of student
- Dates of attendance
- Degrees and awards received
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- The most recent previous school or institution attended by the student
- Pictures of students involved in sports and/or other school related activities.

Video and News Releases

If you do not want your child to appear in videos, school-web sites and/or newspaper articles released to the public, you will need to fill out a form in the principal's office.

Human Growth and Development

The Spencer Community School District provides K-12 instruction on human growth and development including instruction on the following topics in accordance with the Iowa Department of Education: human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome (AIDS).

The human growth and development topics are incorporated into the district's K-12 health curriculum, science curriculum, and family and consumer science curriculum. Information about the human growth and development curriculum and procedures used for inspecting and reviewing the instructional materials are available upon request.

Pupils shall not be required to take instruction in human growth and development topics if the pupil's parent or guardian files a written request with the building principal. Forms for this purpose are available at the Central Administrative Office.

Textbooks

Textbooks are bought by the school and loaned to students. Students who mishandle or lose them will be charged for the book or fined for misusing it whichever is appropriate. Math templates are also loaned to the students and will need to be paid for if not returned in useable condition.

Report Periods and Parent Conferences

Report cards are issued four times during the school year. Parents are requested to attend scheduled conferences with the teacher. The teacher or parent can arrange any special conferences necessary.

Conference Dates for K-6 are: August, November, and February.

Allegations of Abuse of Students by School Employees

It is the policy of the Spencer Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of the Spencer Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations of any allegations and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The Spencer Community School District has appointed a level-one investigator and alternates, and has arranged for a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternates will be provided training in the conducting of an investigation. The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

Level-One Investigator = Eileen Gengler, 262-1700 Level-One Alternate = Myrna Edmonds, 262-2710.

Compliance with Rules of the Asbestos Hazardous Emergency Response Act

We are by law required to notify occupants of our buildings about the existence of friable and non-friable asbestos in the buildings. The district has had the buildings inspected and has received a management plan from the Institute of Environmental Assessment in Anoka, Minnesota. The district implemented the plan prior to the July 1989 AHERA deadline.

The management plan indicates the location, condition, and response act to minimize the exposure of asbestos to the building occupants. This building's plan is available to the public at the building site. The superintendent's office also has the district plan, which is available to the public. If you have any questions, please call Mr. Terry Hemann, Superintendent, at 262-8950.

Fire and Tornado Drills

Fire and tornado drills are held each month (weather permitting). The FIRE SIGNAL and TORNADO SIGNAL will be demonstrated to the students at each site since system signals vary at elementary buildings. Students will go to a designated area considered to be safe from the storm.

Student Substance Abuse

Possession and/or Use of Tobacco Products

Possession and/or use of tobacco products by students are prohibited in all areas of the Spencer School buildings and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students, regardless of age, are considered members of the school body and are subject to this regulation. Students using or possessing tobacco products will be reported to administration for disciplinary action.

Drug and Alcohol Use

An important issue in contemporary society is the use of mood or mind-altering substances. Students cannot make full use of the resources or opportunities of our school if they are under the influence of harmful substances.

A student shall not use, possess, sell, distribute or be under the influence of any alcoholic beverage, illegal drug, controlled substance, or controlled substance look-alike. Students who violate this rule are subject to suspension from school, the school's eligibility policies, and possible expulsion from school. Parents will be notified and law enforcement officials will be asked to continue the investigation. The following procedures will be used when a violation occurs.

Student Users and Possessors

First Offense: Students shall be suspended from school by the building principal for a minimum of three (3) days and a maximum of (10) days. Suspensions beyond the ten (10) days must be approved by the Superintendent of

Schools. As soon as possible, the student and his/her parents are to contact a chemical dependency service as approved by the school authorities for an evaluation, which is to include a drug test. The student's compliance with the referral and an agreement to participate in recommended remedial programs, as well as treatment prescribed, shall be completed prior to the student's re-admittance to school. The outcome of the evaluation reports shall be made available to school authorities. Failure to continue the recommended treatment program will result in a suspension until the student complies with the prescribed treatment.

Second Offense: Students shall be placed on suspension by the building principal for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days if necessary. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for consideration for long-term suspension or expulsion.

Student Distributors

The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules and a safety treat to other students. Students having in their possession drugs, alcohol, or controlled or look-alike substances in a quantity determined by school authorities to be for distribution purposes, or if through investigation is found to be selling or distributing these items shall be placed on suspension for up to ten (10) days, with request to the Superintendent of Schools to extend the suspension beyond the ten (10) days. Following an investigation of all available facts and information, a recommendation for the student's expulsion or long-term suspension from school may be forwarded to the Board of Education.

Spencer Schools Internet Usage

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

APPROPRIATE USE on the Internet:

Code No. 602.18

Because technology is a vital part of the school district curriculum, and the Internet will be made available to employees and students, appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of the information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records.

Employees and students will be instructed on the appropriate use of the Internet. Students sign a form acknowledging that they have read and understand the Internet Acceptance Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Student Use of Internet.

The Internet shall be available to all students within the school district through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

Permission to Use Internet -Students, under the supervision of a teacher or teacher associate will have access to the Internet. If parents do not want their children using the Internet, they must request such on an annual basis.

On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

- Respect all copyright and license agreements.
- Site all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

3. Student access for electronic mail will be through (the supervising teacher's account/their own account).

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

4. Cyberbullying shall not be tolerated at school and will follow the Harassment Policy consequences.

Restricted Material - Students shall 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 material 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.

Unauthorized Costs

If a student gains access to any service via the Internet, which has a cost, involved or if a student incurs other types of costs, the student accessing such a service will be responsible for these costs.

Student Violations - Consequences and Notifications.

First Offense: Loss of Internet access for a period of one calendar month.

Second Offense: Loss of Internet access for a minimum of a quarter.

Third Offense: Loss of Internet access for a minimum of a semester.

Should there be less than a semester left in the current school year, the remainder of time will be carried over to the following school year.

Fourth Offense: Loss of all Internet privileges:

- Students committing criminal offenses while using the system may be subject to criminal prosecution and possible suspension or expulsion.
- Students under suspension from Internet use may be permitted to use the Internet as part of classroom activities under strict classroom supervision if deemed necessary as part of the educational experience. Otherwise, alternate activities may be utilized.

Open Enrollment Notification for the 2012-2013 School Year

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2012 — Last date for regular open enrollment requests for the 2012-2013 school year.

September 1, 2011 — Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2012-2013 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment might result in the loss of athletic eligibility.

For further details regarding open enrollment, contact the Spencer Community Schools Central Office 262-8950.

Spencer Community School District—P.O. Box 200, 23 East 7th Street, Spencer, Iowa 51301

712-262-8950

District Superintendent - Mr. Terry Hemann

Elementary School Staff informational page:

Fairview Elementary

1508 5th Ave. East

712-262-4842

Principal-Lucas Dewitt

Administrative Assistant-Laurie Murray

Secretary-Jane Nelson

KinderKids-Debra Wittrock/Cheryl Jackson

K-Kim Moser/Diane Salton

1st-Deb Kaus/Brenda Griffin

2nd-Lisa Elliott/Deb Ortiz

3rd-Susan Coulander/Angie Mingus

4th-Kim Phelps

5th-Jared Davis

6th-Chris Gude

Johnson Elementary

724 West 9th Street

712-262-2710

Principal-Lucas Dewitt

Assistant Principal-Stephanie Anderson

Secretary-Helen Castenson

K-Rose Fear/Patricia Willrett/Emily Johns

1st-Tracy Gathman/Beth Magnuson

2nd-Janice Hopkins/Susan Nothwehr

3rd-Deb Garnatz/Lisa Horst

4th-Troy Kaufman/Diane Koppen

5th-Sally Hamilton/Amy Thompson

6th-Rebecca Robinson/Laura VanOtterloo

Lincoln Elementary

615 4th Ave. SW

712-262-3752

Principal-Lucas DeWitt

Assistant Principal -Cindy DeVlaeminick

Secretary-Laura Kelp

K-Peg Schimmer/Brian Sand

1st-John Hansel/Julie Hansen/Mallorie Anderson

2nd-Nancy DeGeest/Amy Freeman

3rd-Anita Donaldson/Brian Dirkx

4th-Jane Gude/Jan Mummert

5th-Amy Blau/Joan Kimbell

6th-Tammy Delaney/Brad Reiman

Special Education Teachers

JoAnne McCullough - RR-Fairview

Diane Rohan- RR-Lincoln

Beth Snow-Ketchum- RR-Johnson

Melissa Moser- RR-Johnson

Beth Lamb- RR-Lincoln

Becky Conley-Transition -Lincoln

Rhonda Thornton-SCI-Johnson

Lois Glover -SCI/K-3 Johnson

Michelle Newgard-Transition-Fairview

Amber Postma-Transition -Johnson

Lisa Van Drunen-SCC-Lincoln

Audra Eckenkamp-SCC-Lincoln

Early Childhood Special Education Teachers-Johnson

Carly Prior-Early Childhood Sp. Ed
Brenda Miller-Early Childhood Sp. Ed
Tracy Cordova- Early Childhood Sp. Ed

Preschool Teachers-Johnson

Leanne Schenk-A Child's Garden Teacher
Holly Seig - Early Childhood
Onalee Wright-Early Childhood

Corrective Reading Teachers

Molly Vail-Fairview
Kim Hallett -Fairview
Michelle VerSteeg-Lincoln
Karla Labernik-Lincoln
Kim Weeks-Johnson
Karen Olson-Sacred Heart

Special Elementary Teachers

Guidance Counselors-Lisa DeWitt, Luana Nair and
Cindy DeVlaeminick

Music-Deb Jepson/Janet Hoyt-Boyens/ Denise Reit

Physical Education

Pam Haak
Don Martindale-

Art

Katie VanVoorst

Talented and Gifted Teacher

Kahlie Green

ESL

ELL-Deb Kimbell