

# **Starmont Elementary Parent and Student Handbook**



# 2023-2024

## Starmont Elementary School

### **Our Mission**

Empowering all students with the knowledge, skills, and attitudes necessary for responsible, productive, fulfilling lives.

### **We Believe**

- Every individual has dignity and worth.
- Every individual deserves to be treated with respect.
- Every individual is a life-long learner.
- Every individual has the right to an environment that promotes learning.
- Every individual needs positive role models; positive attitudes and enthusiasm are contagious.
- A school's success is the responsibility of school staff members, parents, community members, and students.
- Individual success is the result of persistent efforts.
- Group success is based on trust and communication.
- A zest for learning is enhanced by addressing individual needs and interests.

### **Our Vision**

We envision a school with:

- High expectations
- Academic emphasis
- Frequent monitoring of student progress
- Safe and orderly environment
- Instructional leadership
- Home/school partnership

### **Our Motto**

“Doing whatever it takes to help students achieve at high levels.”

### **Starmont students will acquire the knowledge needed to become:**

- responsible citizens
- productive citizens
- collaborative citizens
- effective communicators
- healthy people
- lifelong learners

### **Elementary Office Staff**

Mr. Heath Hesse, Principal  
Ms. Ashley Taylor, Principal's Secretary  
Mrs. Jonna Keppler, School Nurse  
Mrs. Kim Torson, Clerical

### **Teaching Staff**

Mrs. Kristen Ostrander, Early Childhood Special Education/Preschool  
Ms. Amanda Lindell, Early Childhood Special Education/Preschool  
Mrs. Jessica Landsgard, Junior Kindergarten  
Ms. Michelle Block, Kindergarten  
Mrs. Heidi Wemark, Kindergarten  
Mrs. Sheryl Anfinson, 1<sup>st</sup> Grade  
Mrs. Sonni Norberg, 1<sup>st</sup> Grade  
Mr. Josh Steffen, 2<sup>nd</sup> Grade  
Ms. Sara Phillips, 2<sup>nd</sup> Grade  
Mrs. Nicole Neswold, 2<sup>nd</sup> Grade  
Ms. Kristin Althoff, 3<sup>rd</sup> Grade  
Ms. Ashley Becker, 3<sup>rd</sup> Grade  
Mrs. Kayela Gearhart, 4<sup>th</sup> Grade  
Mrs. Brittany Meyers, 4<sup>th</sup> Grade  
Mr. Jake Munger, 5<sup>th</sup> Grade  
Ms. Grace Pitz, 5<sup>th</sup> Grade  
Mrs. Molly Augustine, Special Education  
Mrs. Kris Stocks, Special Education  
Mrs. Renee Cantrell, Special Education  
Ms. Heather Anfinson, Special Education  
Mrs. LeAnn Baumgartner, Reading Support Specialist  
Mrs. Beth Jaeger, Reading Support Specialist  
\*\*\*\*\*  
Mrs. Cassie Gruman, Extended Learning Program for Gifted and Talented  
Mrs. Sue Klett, Media Specialist  
Mrs. Allison McIntyre, Vocal Music  
Mr. Matt Vagts, Physical Education  
Mrs. Brandie Erickson, School Counselor  
Mrs. Rachael Hach, Home/School Liaison  
Mrs. Kathleen Sweet, School Improvement/TLC Coordinator/Art Education  
Mrs. Kristi Donlon, TLC Instructional Coach  
Mrs. Rachael Stecklein, TLC Instructional Coach

### **Support Staff**

Mrs. Julie Andreae, Special Education/At-Risk ParaEducator  
Mrs. Mary Bergan, Special Education ParaEducator  
Mrs. Mary Jo Bergan, Child Care Provider  
Ms. Jill Berger, Classroom ParaEducator  
Ms. Meah Condran, Classroom ParaEducator  
Mr. Zachary Conduff, Special Education ParaEducator

Mrs. Colleen Goedken, Classroom ParaEducator  
Mrs. Brenda Hach, Child Care Provider/Co-Director of Daycare  
Mrs. Relda Haynes, Classroom ParaEducator  
Ms. Bridget Koester, Child Care Provider  
Mrs. Donna Moeller, Preschool ParaEducator  
Mrs. Susie Norberg, Media Center ParaEducator  
Ms. April Pasker, Classroom ParaEducator  
Mrs. Carol Rathe, Special Education ParaEducator  
Mrs. Amy Roach, Child Care Provider  
Mrs. Brenda Rodas, Special Education ParaEducator  
Ms. Kelley Snyder, Classroom ParaEducator  
Ms. Kaitlin Teff, Classroom ParaEducator  
Mrs. Jan Thole, Special Education ParaEducator  
Mrs. Margo Zitelman, Special Education ParaEducator

### **Food Service**

Mrs. Sherri Nolan  
Mrs. Sheri Seedorff

### **Directors**

Mr. Duane Borrett, Transportation Director  
Mrs. Judy Weston, Food Service  
Mr. Nick Thole, Maintenance

### **AEA Staff**

Mrs. Karen Stewart, Audiologist  
Mrs. Breanna Recker, Speech Clinician  
Mrs. Kris Freitag, Occupational Therapist

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## **Opening Statements**

### **Definitions**

In this handbook, the word, “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses, vehicles, and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities,” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students 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 our business manager at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Demographic Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the elementary office if the information on the emergency form changes during the school year.

## **Student Attendance**

### **Introduction:**

Regular attendance at school is essential for a student's educational success and overall development. The following attendance policy has been established to promote a positive learning environment, encourage consistent attendance, and ensure that every student has the opportunity to make the most of their educational experience.

**1. Attendance Expectations:**

All students are expected to attend school regularly and be present for the entire school day, unless circumstances prevent them from doing so.

**2. Reporting Absences:**

Parents or guardians are responsible for notifying the school in case their child will be absent. This should be done by contacting the school office between 7:30 - 9:00 of the absence. Notification can be made via phone call, email, or through the school's designated communication platform.

**3. Excused Absences:**

Absences are considered excused for the following reasons:

- Illness or medical appointments: A doctor's note may be requested for prolonged illnesses.
- Family emergencies or bereavement.
- Religious observances.
- Pre-approved educational trips or activities.
- Special circumstances approved by the principal.

**4. Unexcused Absences:**

Absences that do not fall under the above-mentioned categories will be considered unexcused.

Unexcused absences include but are not limited to:

- Non-medical appointments during school hours.
- Family vacations during the school term without prior approval.
- Oversleeping or missing the bus.
- Truancy (skipping school without permission).

**5. Tardiness:**

Students are expected to arrive at school on time. Tardiness disrupts the learning environment and may result in missed instruction. Tardiness will be recorded and addressed according to the school's discipline policy.

**6. Makeup Work:**

Students who have excused absences are responsible for making up missed assignments, quizzes, and tests. Teachers will provide reasonable timeframes for makeup work. It is the student's responsibility to communicate with their teachers to obtain missed assignments.

**7. Attendance Records and Notifications:**

The school will maintain accurate attendance records for all students. Regular attendance reports will be sent to parents or guardians, allowing them to monitor their child's attendance.

**8. Consequences for Excessive Absences:**

Excessive absences, whether excused or unexcused, may lead to educational and social consequences. These may include:

- Falling behind in coursework and grades.
- Limited participation in classroom activities.
- Missing out on important school events and opportunities.

### **Truancy Intervention:**

In cases of truancy or chronic absenteeism, the school will initiate a process of intervention. This may involve meetings with parents or guardians, school counselors, and administrators to identify underlying issues and develop a plan for improvement.

### **Procedures Followed for Absences (Excused and Unexcused)**

*After six (6) Absences:* The principal/designee may make personal contact with the family notifying the parent of the number of absences the student has accumulated. This communication may be documented in the school information system.

*After nine (9) Absences:* At the principal's discretion, a letter will be sent to the student's parent to notify them of the number of absences the student has accumulated. If a letter is sent, the principal will contact the parent to notify them that the letter has been sent; the communication will be documented in the school information system.

*After twelve (12) Absences:* The principal will send a letter to the student's parent to notify them of the number of absences the student has accumulated. The principal will contact the parent to notify them that the letter has been sent. A phone conversation, home visiting, and/or meeting at the student's school with the student, parent, principal, school counselor, nurse, student advocate, and/or county attorney to discuss excessive student absences may be required. This group will develop an attendance compact to address the concerns about the student's attendance. That compact may include, but is not limited to, items such as a timeline, expectations for the student's attendance, reasons for a truancy court referral, and success indicators related to the student's attendance. This will be documented in the school information system. In case of extenuating or unusual circumstances, principals may choose to adjust the above procedures.

### **Arrival**

Students will not be allowed in classrooms until 8:00 so teachers can prepare for the day. Students are tardy if they arrive in the classroom after 8:15. Students must go to the office and get a tardy slip when they are late to school.

### **Dismissal**

Students are dismissed at 3:20 p.m. If a student is not to go home on his/her bus route, we must have a note or phone call before 2:00 p.m. from the parent or guardian. Students are NOT allowed to ride any bus other than their scheduled bus route. If parents or older siblings are going to pick up an elementary child, we ask that they pick up in the circle drive, behind buses leaving. Students will meet the person picking them up at their vehicle in the circle drive.

### **School Closings**

In case of adverse weather it may be necessary to cancel school. Please refer to our website under Our District and then School Alerts to sign-up to receive a text message and email when we cancel. You may also listen to radio stations KOEL, KMCH, or KCTN Television stations KCRG, KGAN, KCTN, and KWWL also carry announcements of school closings. Working parents should develop an emergency plan and communicate that plan to the elementary office. It is imperative that the school knows where to send your child in case school is dismissed early

## **Student Well-Being and Safety**

### **School Nurse**

Mrs. Jonna Keppler is our school nurse; her office is next to the elementary office. With your help, she assists with health protection and promotion for our students.

### **Iowa Total Care (HAWK-I) Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Iowa Total Care, (Healthy and Well Kids in Iowa) (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-833-404-1061 (toll free) or go to the web site at [iowatotalcare.com](http://iowatotalcare.com) for more information. Mrs. Keppler has informational folders. Coverage must be renewed each year.

### **Immunizations**

State law requires that students be current with their immunizations before they can begin school. Students will not be allowed to attend until immunizations are up-to-date.

### **Physical Examinations**

State law requires that students have a current physical before they can begin school. Students will not be allowed to attend until they have an up-to-date physical.

### **Dental Screenings**

All children newly enrolling in an Iowa elementary or high school (kindergarten and 9th grade students and those transferring into an Iowa school from out of state) are required to have a dental screening. This requirement was passed by the 2007 legislature and became effective July 1, 2008. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings help with early detection and treatment of dental disease which is a leading cause of pain and absenteeism in school.

### **Administration of Medication**

It is the policy of this district that if medications are to be administered at school, the following will be in place:

- All medications, prescription or over the counter, must be in the original container, labeled with the name of the medication, and dosage instruction clearly stated on the

container or package. Written instructions and consent from the parent/guardian must accompany the medication. Medications must be within the expiration date.

- Prescription medications that are to be given to students during school hours are to be brought to the school by the parent. Students are not to have medication (prescription or non-prescription) in their book bag. This is for their safety and the safety of others. If your child needs to carry an inhaler and/or epi pen, please make sure you contact the school nurse.
- Prescription medications require a doctor's order (current prescription container is acceptable). If the dosage changes, please have the doctor fax (563-933-2134) that change to the school and have the label changed to reflect the change in medication, dose or frequency as soon as possible.
- Medications will be given by the school nurse or other staff members trained in the administration of medication. Medications are stored in a safe, locked area. Refrigeration is available.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

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

The financial responsibility for the child's emergency care and/or transportation is the parents. Parents shall be required to supply written emergency medical information annually. Parents are responsible for keeping this information current.

### **Communicable and Infectious Diseases**

It is the policy of the district to provide a school environment that does not create substantial risk of transmission of communicable disease. In order to reach this goal, the staff in the elementary school follows these guidelines:

- **Elevated Temps:** Any student with a temperature over 100 degrees will be excluded from the classroom and should not return to school until the temp has been below 100 degrees for 24 hours without fever reducing medication. They should not return the next day.
- **Bacterial Conjunctivitis:** Students with pink, irritated eyes will be excluded from school until they have been seen by their health care provider for treatment or until eyes are clear.
- **Ringworm, scabies, impetigo, etc.:** Students with questionable skin lesions may be required to secure medical evidence that they may attend school.

- **Head Lice:** Head lice are spread by direct head to head contact. They are a common childhood problem. Please spend time each week checking your child's head for nits (eggs) or live lice. Teach your children not to share combs, brushes, hats, or hair fasteners. If children do get lice they are not excluded from school as lice are not dangerous and do not spread disease. The Iowa Department of Public Health website has very useful information regarding the treatment of lice. [www.idph.state.ia.us](http://www.idph.state.ia.us)
- **Diarrhea and Vomiting:** Need to be 24 hours diarrhea and vomiting free before returning to school.

### **Health Screening**

Vision and hearing screenings as well as height and weight are done at regular intervals depending on the situation. If you have special concerns about your child's hearing or vision, please call the school nurse. Vision screenings do NOT replace the need for professional eye examinations as determined by your healthcare provider. If a notice is sent to you suggesting there may be a problem, please follow through with the school nurse. Student's hearing is monitored by Karen Stewart, our audiologist from AEA 1. All students who failed the screening in the preceding year, are new to the district, or have a known hearing loss are tested annually. Any student may be checked at any time if requested by the parent. Also, the teachers may request a hearing check at any time with parent permission.

### **Emergency Procedures**

Fire and tornado drills will be held according to state law. Crisis drills will also be held throughout the course of the year. Teachers will instruct and practice with their students how to proceed in case of an emergency. Fire and tornado evacuation procedures are posted in all rooms. Crisis procedures are posted in all rooms on a flip chart. The alarm for a fire is a steady blast of the horn. The alarm signaling a tornado is an intermittent sound of the horn.

## **Student Activities**

### **Field Trips**

While on field trips, students are guests and considered ambassadors and representatives of Starmont Schools. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parent giving permission to leave school grounds.

### **After School Activities**

We know many elementary students enjoy attending activities/sports events sponsored at the middle school and high school level. Parental support in monitoring student behavior is critical. Students must remain in the building/area in which the event is taking place during the activity. All student policies are in effect and enforced during any school-related activities.

### **Assemblies/Awards**

School assemblies are held for students to enhance our basic curriculum. Special celebrations and awards are ongoing throughout the year. Students are expected to be on their best behavior during assemblies.

### **Book Fair**

A book fair will be held during the fall and the spring months. Monies are raised for the Media Center through this event.

## **Student/Family Rights and Responsibilities**

### **STEPS To Encourage Positive Solutions**

Situations will arise at Starmont throughout the school year which cause concerns for parents, teachers, and students. Resolving these situations quickly to the satisfaction of all parties involved benefits the educational program of the district. “STEPS” should help you resolve problem situations quickly and satisfactorily. Please follow these steps if you have a concern.

#### **STEP 1:**

Contact the appropriate staff member. This first STEP in resolving a concern is to discuss it with the staff member involved – the teacher, the coach, the bus driver, etc. More than 95% of all concerns are resolved at this level.

#### **STEP 2:**

Contact the principal or immediate supervisor (athletic or transportation director). If STEP 1 does not resolve your concern, discuss it with the principal or the employee’s immediate supervisor. The principal is the professional educator in charge of the building and the person responsible for handling concerns regarding the school’s operation. The principal and other supervisors can share building information and explain policies, guidelines, and procedures. If you have not attempted to resolve the concern with the immediate person involved, you will be asked to do so at this STEP.

#### **STEP 3:**

Contact the Superintendent. If you feel that your concern has not been adequately resolved after following STEPS 1 & 2, contact the Superintendent.

#### **STEP 4:**

Contact the School Board. If your concern has not been addressed in STEPS 1-3, you can contact the school board. The school board has a committee of two members who will consider your concern and decide if it warrants going to the entire board. Your concern must be in a written request to the superintendent for consideration by the board complaint subcommittee.

STEP 5:

If the board complaint subcommittee decides that the concern should go before the full board, then the matter will be taken to the full board. However, the school board members do not have direct authority in day-to-day operations. The authority of the district is the result of official actions by the majority of the school board members at their monthly meetings. These meetings are open to the public.

**Student Records**

**Code No. 503.1**

The Board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, a student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored child care programs.

Student records containing personally identifiable information are kept confidential at collection, storage, disclosure, and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

1. to school officials within the District and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving official school committees;
2. to officials of another school District in which the student wishes to enroll, provided the other school District notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school Districts;
3. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General for law enforcement purposes, the U.S. Secretary of Education or state and local educational authorities;
4. in connection with financial aid for which the student has applied or which the student has received;

5. to organizations and/or their authorized representatives studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
6. to accrediting organizations in order to carry out their accrediting functions;
7. to parents of a dependent student as defined in the Internal Revenue Code;
8. to comply with a court order or judicially issued subpoena consistent with an interagency agreement between the District and juvenile justice agencies;
9. in connection with a health or safety emergency;
10. to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
11. to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records;  
or
12. as directory information.

**Annual Schedule of Activities and Consent/Opt-Out Form**

**Code No. 503.4E2**

The Protection of Pupil Rights Amendment (PPRA) requires the Starmont Community School District to notify you and obtain consent and/or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys," that concern one or more of the following eight areas:

- (a) Political affiliations or beliefs of the student or the student's parents;
- (b) Mental or psychological problems of the student or the student's family;
- (c) Sex behaviors or attitudes;

- (d) Illegal, anti-social, self-incriminating or demeaning behavior;
- (e) Critical appraisals of others with whom the respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the students or parents; or
- (h) Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, known as “marketing surveys,” and/or certain physical exams and screenings.

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not necessarily exhaustive and, for surveys and/or activities scheduled after the school year starts, the Starmont Community School District will provide parents, within a reasonable period of time prior to the administration of the surveys and/or activities, notification of the surveys and/or activities and the opportunity to consent and/or opt their child out, as well as an opportunity to review the surveys.

The right to consent, and notification and opt-out transfers from parents to any student over eighteen (18) years of age or any student who is an emancipated minor pursuant to Iowa laws.

### **Schedule of Activities**

#### **[Activity 1 (Permitting Opt-Out)]**

*Date:*

*Grades:*

*Activity:*

*Summary:*

*Opt-Out:* A parent wishing to opt his/her child out of this activity must contact Superintendent, Robert Busch, at Starmont Schools, telephone number: 563-933-4598 no later than *2 weeks before the activity* and indicate that you do not wish for your child to participate in this activity.

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### **Review of Survey and/or Instructional Material**

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit the following request to the superintendent at 3202 40<sup>th</sup> Street, Arlington, Iowa 50606 or by email [rbusch@starmont.k12.ia.us](mailto:rbusch@starmont.k12.ia.us). The superintendent and/or designee will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional material before the survey and/or material is administered to students.

I, \_\_\_\_\_, request to review a survey and/or instruction material in connection with any protected information or marketing survey.

Title of Survey and/or Instructional Material: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Date the Survey and/or Instructional Material will be Submitted to Students: \_\_\_\_\_

Parent's Contact Information:

Address	City	State	Zip
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Phone Number	(Cell/Home)	E-mail Address
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Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following is a list of the specific activities and surveys to which this Notice apply:**  
**Relationship Survey**

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **Search and Seizure**

**Code No. 502.9**

District property is held in public trust by the board. District authorities may, without a search warrant, search students or protected student areas, based on a reasonable and articulable suspicion that a district policy, rule, regulation, or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the district facilities.

The furnishing of a locker, desk or other facility or space owned by the district and provided as a courtesy to a student, even if the student provides the lock for it shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized, or contraband.

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of Starmont at all times. Starmont has a reasonable and valid interest in ensuring that lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks, or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### **Student Searches**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### **Electronic/Technological Devices**

Cell phones are not allowed in restrooms, locker rooms or any area where privacy is an expectation. Any devices which have the capability of taking photographs of any kind, without

the consent of the person being photographed, are not allowed. Cell phones and other electronic devices may be brought to school and stored in the office. They may not be used during the school day unless a teacher or principal gives permission. In cases where a law may be violated by the use of such devices, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to use the devices appropriately. Devices operated in violation of our rules shall be confiscated and not returned until, where appropriate, a parent(s)/guardian(s) conference has been held.

### **Internet Usage Policy:**

#### **Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems and the Internet** **Code No. 405.4**

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network, and/or internet connection are not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, and computer network, and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer

systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment, computer network, and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network, and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create, or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, 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 will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer without prior permission from the building principal, the superintendent, or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to

be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

- Do not use the District's computers, computer-like equipment, and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, Facebook, twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment, or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.
- *Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.*
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers, computer-like equipment, or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems, and/or the District's internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the District's educational program.

- Do not vandalize the District's computers, computer-like equipment, or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment, or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities online. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the District's computers, computer-like equipment, and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement, or political lobbying.
- Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment, and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Students will not be allowed to use personal email except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems, and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks, and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate, or receive on the District's computers, computer-like equipment, and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems, or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information user's access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers,

computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal, or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

#### **Implementation of Technology Protection Measures**

**Code No. 405.4R2**

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the school district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

*The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.*

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel by completing an Add URL to Blocked Status Form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an

educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status Form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

**STARMONT COMMUNITY SCHOOL DISTRICT**  
**Add URL to Blocked Status Form**

**405.4F1**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**URL http://** \_\_\_\_\_

**Primary focus of the web site:** \_\_\_\_\_

**What material is deemed objectionable:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date reviewed:** \_\_\_\_\_ **Action taken:** \_\_\_\_\_

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**STARMONT COMMUNITY SCHOOL DISTRICT**  
**Remove URL from Blocked Status Form**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**URL http://** \_\_\_\_\_

**Primary focus of the web site:** \_\_\_\_\_

**Academic value of material being sought:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date reviewed:** \_\_\_\_\_ **Action taken:** \_\_\_\_\_

**STARMONT COMMUNITY SCHOOL DISTRICT**  
**Bona Fide Research/Other Lawful Purpose Form for Disabling Internet Filtering Software**  
**405.4F2**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**Reason that requires full access to the Internet with no filters:**

**Academic value of material being sought:**

**Reviewed by:** \_\_\_\_\_ **Date reviewed:** \_\_\_\_\_ **Action taken:** \_\_\_\_\_

**I \_\_\_\_\_ accept the responsibility of full access to the Internet for bona fide research or other lawful purposes. I understand that I am the only one authorized for full access and will not allow others to use this access for any reason. Once I am completed with this research I will notify the administration so the filters can be enabled.**

\_\_\_\_\_  
**Signature**

### **Dress Code**

We encourage students to take pride in their appearance by being well groomed and dressed in clothes appropriate for school, including recess play. Hats and non-prescription sunglasses are not worn in the building. Students wearing shirts with wording determined by the principal to be offensive will be asked to turn the shirt inside out. Students wearing clothing found to be distracting or inappropriate will be asked to change. Gym shoes are required of students. This is an "extra" pair of tennis shoes, not to be worn outside. During winter, outside recess is held as often as possible. Warm clothes are a must. Boots must be worn throughout the winter season to keep feet warm and dry.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### **Media Center Policy**

The library provides opportunities to help students acquire the information and skills necessary to become self-reliant, lifelong learners. Fiction books as well as reference materials, magazines, newspapers and non-fiction books are available for enjoyment and to supplement curriculum activities. A rich literature component that promotes lifelong relationships with libraries, books, and reading is another aspect of the media program.

Books may be checked out for a two-cycle period. If the student continues to need to use the book, they may renew it for another two cycles. Each class has a scheduled check out time each cycle, and students may come into the library individually for additional check out as needed. The number of books a student may check out increases with each grade level.

Kindergarten may check out one book at a time.

1<sup>st</sup> through 5<sup>th</sup> graders may check out two books at a time.

If a student has not returned a book or books when they are due, they do not check out another book until both books are returned or renewed. No overdue fines are charged to students in K through 4<sup>th</sup> grade. The overdue book fine for 5<sup>th</sup> graders is five cents per day per book.

Every effort is made to ensure that students have the books and resources they need for projects and additional books may be checked out with approval from the child's teacher.

Reference materials may be checked out for overnight use at the end of the day. They need to be returned to the library before the first period begins. The fine for late reference materials is five cents per day per item. Magazines may be checked out for three days. The fine for late magazines is also five cents per day per item. The most current issue of each magazine is not checked out, but may be used in the media center. Students may lose checkout privileges if they are not responsible about returning magazines or books on time.

If materials are lost or damaged, the replacement cost of the materials will be charged to the person who has checked out the materials. Replacement cost would be the current price on a recent issue of the magazine or the reorder price of the book.

Students have access to a current, comprehensive and enticing collection of materials in the library. The library program plays a vital part in helping provide a well-rounded education for the Starmont student.

**Book Damage:**

The following is the criteria that should be followed when assessing fines for damage to textbooks/books:

Normal textbook use	No Charge
Writing on page	\$.25 per page
Drawing on page	\$.50 per page
Torn page—repaired	\$.25 per page
Torn page—not repaired	\$.50 per page
Pages torn out/missing	Replace book at replacement cost
Book destroyed/lost	Replace book at replacement cost
Broken binding	\$3.00 repair

**Behavioral Expectations**

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook.

**Encouraging Positive Behavior**

All staff members contribute to Starmont Elementary School's friendly, inviting environment. We set the tone through our actions and attitudes. When minor misbehavior occurs, staff views the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. We consistently teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success. Each classroom

teacher will work with students to establish a classroom responsibility and respect plan the first week of school. Our school utilizes Positive Behavioral Interventions and Supports system (PBIS) and we have expectations in all areas throughout the school. Students and families will find those expectations posted throughout the school. Those expectations are based off of:

Be Respectful

Be Responsible

Be Kind

### **Due Process**

All students in a disciplinary situation will be confronted with the allegations before them and will have the opportunity to respond.

### **Classroom Consequences**

Positive reinforcement is provided in a variety of ways for individuals, classes, and the whole school. Classroom consequences for misbehavior may include:

- Verbal reprimand
- Partial loss of recess to complete a Behavior Improvement Plan
- In class time-out
- Parent/Guardian contact
- Conference with principal, teacher, and student
- Change seating to another area of the room
- Remove student from instructional area
- Office referral

### **Serious/Chronic Offenses**

#### **-Serious Offenses**

Insubordination - disrespect to students or staff members includes inappropriate language and the way in which a student responds. Examples include the use of swear words, refusal to follow directions, or answering with a 'smart' tone.

#### **-Dangerous Behavior**

The physical safety of all students and staff members is a primary concern. Students that cause injury to others will "work out" the problem with staff and principal based on the severity of the problem.

#### **-Destructive Activity**

Destroying or stealing student, staff, or district property will be handled by the staff and principal. Compensation may be a part of the plan discussed with parents.

#### **-Illegal Acts or Items**

Possession or use of smoking or chewing tobacco, drugs (including alcohol) or look-alike drugs, fireworks, and weapons are illegal. Pulling a false fire alarm is strictly against the law.

#### **-Chronic Offenses**

A chronic problem is one that happens often and does not improve with teacher instruction. Parents/Guardians are contacted for assistance. Discipline for Chronic and Serious Offenses may include;

- Individual behavior plan or counseling by the classroom teacher.
- Individual behavior plan, counseling, time-out in office with administrator/

- AEA support.
- Supervised in-school suspension in the office.
- Out-of-school suspension can occur for up to five days. If a longer suspension is warranted, approval must be given from the Superintendent.

All students in a suspension and/or expulsion situation will be notified of the suspension/expulsion and have the right to be heard. Disciplinary action is reported to parents or guardians. The disciplinary measure may begin on Step 2, 3, or 4 depending on the offense. Other agencies that may be contacted for assistance include the Department of Human Services or law enforcement officials as needed. Suspension/ Expulsion information is available in the School Board Policy Book, 500 Series, Student Personnel. A copy of the 500 Series may be obtained from the principal.

### **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be 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 terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

### **Bus Rules**

S- Use classroom voices at all times

T- Follow Directions

A- Leave no trace, keep hands, feet, and items to self, use appropriate language and gestures

R- Stay seated, face forward, and report issues to driver

A phone call to our office or a written note must be sent for your child to ride any bus other than their regular route.

### **Bus Discipline Procedure**

Surveillance cameras to monitor student behavior may be used on a random basis or at the request of the school administration or a bus driver if student behavior problems have been observed or reported. Parents are encouraged to first contact their child's bus driver if a concern arises regarding bus behavior. If further assistance is needed, please call our Director of

Transportation, (563-933-4372). The building principal may be contacted if concerns continue at (563-933-2238).

In the event a student's conduct is inappropriate while transported to and from school, the following actions could result:

**Step 1** A student/driver conference will be held centering on the student's behavior, the rule that was violated, and the expectations for the future. The driver will contact the parents of the student. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.

**Step 2** A student/driver/principal conference will be held concerning the incident. The driver and principal will fill out a written report. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from one to five days.

**Step 3** A student/driver/principal conference will be held concerning the incident. The driver and principal will fill out a written report. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from five to ten days. A parent/student/driver/principal conference will be held prior to the return of the student to bus privileges.

**Step 4** A student/driver/principal conference will be held concerning the incident. The driver and principal will fill out a written report. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents. At this time the bus policy and the due process hearing procedure will be presented to the parent/guardian. The student will be suspended from bus privileges pending the result of a hearing by the Starmont Board of Education.

**Habitual Offenders:** Those student riders whose privileges have been suspended by the Board during one academic year could start on step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of other students and the bus driver, action may be processed at step 3.

Students are not to eat, drink, chew gum, or play music on the buses while riding shuttles or regular routes.

In the event a special education student's conduct is inappropriate while being transported to and from school, the following actions could result:

Step 1) A student/driver conference will be held centering on the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.

Step 2, 3, & 4) A student/driver/principal conference will be held concerning the incident. In addition, the student's IEP Team will meet to determine appropriate educational

options and transportation for the student. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy.

Those student riders whose privileges have already been suspended by the board during one academic year could start on step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of other students and the bus driver, action may be processed at step 3.

On bus trips longer than one hour, students will be given the opportunity for breaks as needed.

### **Anti-Bullying and Anti-Harassment**

#### **Investigation Procedures**

**Code No. 502.8R1**

#### **I. General Procedures**

Individuals who feel that they have been harassed should:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor, principal or another appropriate school employee; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.

#### **II. Complaint Procedure**

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

kept confidential to the extent possible.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

### III. Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

Remember the following points:

- Evidence uncovered in the investigation is confidential;
- Complaints must be taken seriously and investigated;
- No retaliation will be taken against individuals involved in the investigation process; and
- Retaliators will be disciplined up to and including suspension and expulsion.

### IV. Conflicts with Investigation

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### V. Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## I. Initiations, Hazing, Bullying or Harassment

Harassment, bullying, 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.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Harassment and bullying includes any electronic, written, verbal, or physical act or conduct

toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

## II. Procedures

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor, principal, or another appropriate school employee; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee 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.

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of incident or incidents: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Anti-Bullying and Anti-Harassment Policy Witness Form**      **Code No. 502.8E2**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

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Any other information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:     /     /

### **Allegations of Abuse of Students by Employees**

Starmont Community Schools do not tolerate employees physically or sexually abusing students. Students who are physically or sexually abused by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. Starmont has designated Heath Hesse as its Level I investigator in the elementary. The Fayette County Sheriff is designated as the Level II Investigator.

While employees cannot use physical force to discipline a student (corporal punishment is forbidden in Iowa), there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior, as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

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' ability 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.

If you have any questions about this state law, please contact Mr. Hesse (563-933-2238).

### **Video Surveillance Cameras**

The Starmont Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video recordings may be confidential student records and may be retained with other student records. Video recordings may be retained if necessary for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to view video

recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

## **Student Scholastic Achievement**

### **Grade Reports**

Report cards are sent home four times per year. Student progress is shared and discussed with parents at two scheduled conferences - one at mid-term of each semester. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates through notes and phone calls may also be sent as needed. If you have any questions regarding your child's progress, please contact the teacher. The principal may be contacted to assist if problems/concerns continue.

### **Multi-Tier System of Success**

Starmont Elementary uses the Multi-Tiered System of Success (MTSS) model to address concerns with student achievement. MTSS is a systematic set of procedures designed to look at different factors that might be affecting student success such as what is taught, how it is taught, and how the student responds to these processes. Children may receive additional instruction through intervention groups if needed. Parents are key participants during all facets of MTSS. School personnel and AEA staff may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the principal.

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make-up incomplete class work. Students are expected to complete homework on time.

### **Human Growth and Development**

Health education is a continuous process, which enables the student to assume individual responsibility for developing and maintaining personal attitudes and behaviors which promote total wellness. This process, although always changing, includes several components:

Grades K-5: Health instruction may include personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; the maturation process; substance use and nonuse encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; emotional and health; health resources; and prevention and control of disease, characteristics of communicable diseases.

All parents or guardians who wish to examine or discuss any student material from the above list are encouraged to notify the school and a time will be set to review the materials with the appropriate teacher and administrator. If after viewing the material the parent or guardian objects

to their child receiving instruction in any specific area, they must notify the building principal in writing.

### **Standardized Testing**

Various standardized tests may be used at Starmont Elementary. Second, third, fourth and fifth grade students take the Iowa Assessments. These tests give us a set of scores in all curricular areas, which are shared with parents. Students also participate in statewide testing using the FAST system.

## **Miscellaneous**

### **Breakfast/Lunch Program**

Starmont Schools have the lunch and breakfast program using a computer system. This system gives your child a "meals account" where your money is deposited for all food charges. Separate tickets are not used.

	<b>Elementary</b>	<b>Adult</b>
<b>Breakfast</b>	\$1.60	\$2.65
<b>Lunch</b>	\$2.65	\$4.85

### **Snack Milk Program**

Snack Milk must be purchased regardless of your family's free and reduced lunch status if you want your child to drink a carton of milk at snack time. The cost of snack milk is 40 cents per day. You may purchase tickets as follows:

5-day ticket \$2.00      10-day ticket \$4.00      20-day ticket \$8.00      90-day ticket \$36.00

Children will no longer need to bring a snack to eat with their milk. Our Wellness Policy states that snacks need to be about 100 calories. A carton of milk fulfills that requirement.

Free and reduced lunch applications are available in any of the school offices.

### **Breakfast and Lunch Policy**

It is recommended that parents or guardians strive to maintain a positive balance in the child/children's food service account. Positive balances at the end of the school year are rolled over to the child's account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines, they should contact the Board Secretary/Business Manager for the necessary paperwork.

Upon the first negative balance of any amount incurred, the nutrition specialist will contact the parent/guardian by phone, email, or a written notice indicating to the parent/guardian the balance owed. This will be done at a minimum of once weekly.

If a negative balance of **\$25.00** or greater is reached, a letter will be sent home by the nutrition specialist to the parent/guardian stating that his/her child has a negative balance and that, if the total family's account reaches a debt of **\$75.00** or more:

For an Elementary or Middle School/High School student: he/she will be required to bring a sack lunch, or the child will receive an alternate meal, such as a cheese or peanut butter sandwich, fruit, and milk instead of the regular hot lunch menu items. A fee for the cost of these alternate lunches will be charged to the student's account.

If a negative balance continues to increase, the parent may be sent a notice from the business office stating that payment must be made within five business days of the date on the notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular payments, as determined by the superintendent and business office, towards eliminating the negative balance, the district may postpone additional collection procedures.

Please note that money needs to be available in a child's lunch account in order for extra meals, extra milks, or ala carte to be purchased. This applies to all students, including students from families participating in the free and reduced program.

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to school starting as a part of the school registration process. Parents with accounts in arrears will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to. The school district reserves the right to take any other reasonable action, including legal action, to collect the balance due in any student's account.

### **Book Rental**

All textbooks are owned by the school and each student is charged a book rental fee. Any textbook or library book lost or damaged will be replaced and cost assessed to the student.

### **Communication to and from the School**

When a concern regarding behavior arises, please first contact your child's teacher. Communication between parents and teachers develops a team approach and is critical in resolving such situations. The building principal should be called if further assistance is needed. The elementary telephone number is (563) 933-2238.

When sending a note or money to school, students should receive clear instruction from the parents about who the appropriate person is to receive the note or money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify

them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

### **Retention**

Retention of an elementary student will be considered when a child shows significant delay in reading, writing, math and/or social skills. Recommendations for teaching strategies, based on the students learning style and educational research, will be provided through our Multi-Tier System of Supports (MTSS) process. The MTSS team includes the classroom teacher, Title I teacher (if appropriate), Special Education teacher (if appropriate), Instructional Coach (if appropriate), parent, and principal. Progress will be reported to parents throughout the year. If progress is not sufficient, the MTSS team will meet to discuss options. A variety of information will be considered.

- Gaps in learning
- Maturity
- Attendance
- Quality of work
- Work completion
- Test results

### **Lost and Found**

Lost and found items are located in or hanging outside the elementary office.

### **School Pictures**

School pictures will be taken in the fall during school hours.

### **Invitations to Parties**

If invitations are not given to all students in a class, we ask that the invitations be mailed. Thank you.

### **Open House**

This is a time at which parents can view classrooms, meet teachers, and view student work. General information will be shared with parents by teachers.

### **Parent/Teacher Conferences**

The purpose of parent/teacher conferences is to discuss individual student progress with parents. We sincerely hope you will make a commitment to attend these two conferences in the fall and spring of the year.

### **Room Parties**

Halloween, Christmas, and Valentine's Day are the three holidays celebrated with room parties. Parties are held at the end of the day and are especially planned for the children to enjoy as a class. Parents may elect, for personal or religious reasons, to have students excused.

### **Service Projects**

Students in our school are encouraged to say "thanks" through projects during the year. Examples include making thank you banners, cleaning the school grounds, and hat days.

### **Visitors and Guests**

Parents and other patrons of the district are welcome to visit our school. Students are excited when a parent or grandparent can visit. Advanced notice should be given to the teacher. It is suggested that visits be for a short period of time. If preschoolers accompany an adult, keeping the visit short is very important, so classroom instruction is not interrupted. For the safety of our children, all visitors must sign in at the office when entering the building and sign out when leaving. Thank you.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. If a parent or guardian wishes to open enroll their child or children, they must:

- Complete an application (available in any Iowa public school district's central office and on the [Iowa Department of Education's \[Department\] website](#)),
- Submit an application for each child in their family, and
- Send the application to both the resident and receiving school districts.

Parents are responsible for transporting children open enrolled to another district. This applies to all students, including those with an individualized educational program (IEP). As a general rule, if the need for transportation is stated in the IEP as a related service, the parent is responsible for this obligation under open enrollment (281—IAC 17.11). If a child open enrolls to a district that is contiguous to (or borders) the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the resident district (281—IAC 17.9). For additional information, see the [transportation assistance guidance](#) on the [Transportation Assistance webpage](#).

### **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. We need to know when these changes occur to ensure that we have a current student record.

### **Drones or Unmanned Aerial Vehicles (UAVs)      Code No. 903.5**

The use or possession of drones or unmanned aerial vehicles (UAVs) is prohibited for any purpose by any person or entity on district school grounds and within district buildings. An exception to the policy may be granted for educational purposes. Exceptions must be in the form of a written letter by the Superintendent indicating the purpose, person(s) responsible for operating the drone or UAV, location, and the duration of the exception. A copy of the letter is retained in the superintendent's file and a copy is delivered to the individual and presented to a supervising school official (e.g., teacher or administrator) during the operation of the UAV.

Organizations or individuals seeking an exception from the superintendent must meet the following criteria:

- Provide a copy of the drones or UAVs registration information.
- Provide proof of personal liability insurance (Insurance certificate).
- Follow all Federal Aviation Administration (FAA) rules and regulations.
- Follow State of Iowa rules and regulations.
- Aerial photos and video identifying individual students is prohibited from distribution. An exception is granted for written consent from the student's parents.
- General distribution of groups and activities is prohibited without consent of the superintendent or the superintendent's designee.

The prohibition applies to the area above all spectator areas, athletic fields, courts, parking lots, practice facilities, and all indoor facilities.

For purposes of this policy, a drone or UAV is any unmanned airborne device or aircraft. The Starmont Board of Directors reserves the right to refuse admission to anyone possessing, operating, or attempting to operate a drone or UAV. Failure to abide by such request is grounds for immediate removal of the person(s) responsible for owning and/or operating the drone or UAV.

This policy does not apply to any district owned drones or UAVs purchased for educational purposes and supervised by a district teacher or administrator.

## **Supplemental Programs**

### **Guidance Program**

Starmont Elementary School employs the services of a guidance counselor. Confidentiality is maintained by the employees involved in the guidance program. Please contact Ms. Brandie Erickson if you or your child would like to access the services of a guidance counselor (563) 933-2238.

### **Title I Reading**

The Title I program at the Starmont Elementary School is a federally funded program designed to provide supplemental assistance to students who are experiencing difficulty in the area of reading and/or math.

### **Special Education**

Starmont Schools offer Special Education services in cooperation with Keystone Area Education Agency. Students experiencing difficulties or developmental delays may be referred to the Multi-Tier System of Support (MTSS) team who will suggest interventions that may better help the child experience success. The MTSS team includes the classroom teacher, Title I teacher (if appropriate), special education teacher (if appropriate), instructional coach (if appropriate), parent, and principal. Parents or guardians must give permission for additional testing. Testing and classroom data will be used to determine if a child is entitled for Special Education Services. To find out more about these services please contact the school office.

**Extended Learning Program (formerly called Talented and Gifted)**

The program is designed to promote higher level thinking through enrichment activities for those students who, by ability and classroom performance, indicate a need for additional challenging experiences.

**Notifications****Highly Qualified Teachers**

Parents /Guardians in the Starmont 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. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if our school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling or sending a letter of request to Starmont Community Schools, 3202 40th Street, Arlington, IA 50606.

**Starmont's Homeless Liaison**

If your family lives in any of the following situations"

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact Brandie Erickson, Starmont's Homeless Liaison, at 563-933-2238.

### **Starmont Equity Statement**

The Starmont Community School District does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact Brandie Erickson, Guidance Counselor//Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606 or call (563) 933-4598.

Starmont has a process to assist students experiencing behavior and learning difficulties. The grade level problem solving team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Heath Hesse, Elementary Principal, at 563-933-2238.