



---

# **Westfield Elementary**

# **Student Handbook**

# **2023-2024**



# Westfield Elementary

**Vision: “Ensure ALL Students Will Learn.”**

Welcome to Westfield Elementary School! Westfield is a neighborhood school in the Linn-Mar Community School District, serving students in grades K-4. Approximately 500 children will come to our school each day this year. We are excited about all the new students and families coming to Westfield this year.

Westfield is a PBIS school. PBIS (Positive Behavioral Interventions and Support) is a nationally recognized way to structure a school around common learning expectations. Westfield Way – Be Kind, Be Responsible, and Be Safe.

This handbook is designed to provide our families with helpful information about Westfield procedures and policies. Please take the time to read through the handbook to familiarize yourself and your student(s) with the information included.

We are committed to helping our students build a strong educational foundation for a successful future. We believe strongly that we must work together as a school team and a family team to educate our students. Parents/Guardians are an important part of our team to make this happen each and every day. We strive to be partners with all of our families to ensure that your child’s school experience is positive, productive, and memorable. As we work together, the children will feel the great levels of support both at home and school. Here are a few suggestions of ways you can support the work we are doing at school when you are at home with your child:

- Read with your child on a nightly basis.
- Having a consistent time to practice learned skills.
- Make school attendance a priority, but when your child is ill please keep them home.
- Please call the Westfield attendance line (319-447-3352) to report all absences.
- If you have questions or concerns, feel free to contact Westfield via phone or email. We want to create positive partnerships and communication is key.

Please feel free to contact me if you have any questions or concerns. You can reach me at [sfillner@linnmar.k12.ia.us](mailto:sfillner@linnmar.k12.ia.us) or 319-447-3351.

## **Table of Contents with Links**

[School Hours](#)

[Arrival Times](#)

[Late Arrival/School Closings](#)

[Arrival & Dismissal Procedures](#)

[Attendance Guidelines](#)

[Before and after school childcare](#)

[Behavior Plan](#)

[Birthday Treats](#)

[Birthday Party Invitations](#)

[Change of Address](#)

[Child Custody](#)

[Class Lists/Placement](#)

[Code of Cooperation/Conduct](#)

[Communications](#)

[Dress Code](#)

[Field Trips](#)

[Fundraising](#)

[Harassment](#)

[Health Information](#)

[Lost and Found](#)

[Lunch & Snacks](#)

[Nondiscrimination](#)

[Pets](#)

[PTO](#)

[Recess](#)

[School Fees](#)

[School Insurance](#)

[School Pictures and Yearbooks](#)

[Search and Seizure](#)

[Support Services](#)

[Teacher-Parent Conferences](#)

[Telephone Use & electronic Equipment](#)

[Toys from Home](#)

[Visitors & Visitation](#)

[Internet Policy](#)

[Arrival & Dismissal Maps](#)

## **WESTFIELD OFFICE CONTACTS:**

### **Address:**

**Westfield Elementary  
901 East Main Street  
Robins, IA 52328**

### **Office Phone Numbers:**

**General Information (319)-447-3350  
Attendance (319)-447-3352  
Transportation (319)-447-3030**

**PRINCIPAL: SCOTT FILLNER-319-447-3351**

[sfillner@linnmar.k12.ia.us](mailto:sfillner@linnmar.k12.ia.us)

**SCHOOL FACILITATOR: HILLARY HUNTER-319-447-3360**

[Hillary.hunter@linnmar.k12.ia.us](mailto:Hillary.hunter@linnmar.k12.ia.us)

**GUIDANCE COUNSELOR: KASI SHANAHAN-319-447-3353**

[Kshanahan@linnmar.k12.ia.us](mailto:Kshanahan@linnmar.k12.ia.us)

**OFFICE: JILL PISTULKA – 319-447-3350**

[Jpistulka@linnmar.k12.ia.us](mailto:Jpistulka@linnmar.k12.ia.us)

**ATTENDANCE OFFICE: CARLA LARSON- 319-447-3352**

[calarson@linnmar.k12.ia.us](mailto:calarson@linnmar.k12.ia.us)

**Parent, Guardian, and Community Concerns** For concerns about school districts or governing boards the Iowa Department of Education has made available this website for Parent, Guardian, and Community Concerns:

<https://educateiowa.gov/pk-12/parent-guardian-andcommunity-concerns>

### **School Hours**

|                        |                        |
|------------------------|------------------------|
| School Office Hours    | 7:30 a.m. - 4:00 p.m.  |
| Staff Hours            | 7:30 a.m. – 3:30 p.m.  |
| Student Day            | 8:30 a.m. - 3:15 p.m.  |
| 2 Hour Early Dismissal | 8:30 a.m. - 1:15 p.m.  |
| 2 Hour Late Arrival    | 10:30 a.m. – 3:15 p.m. |

- Students are not allowed to enter the building before the first bell at 8:10 a.m. unless involved in a special activity, or there is inclement weather (below 0 or pouring rain).
- The playground is not staffed before or after school so students should not be on the playground during these unsupervised times.

### **Arrival Times**

Please drop off students at Westfield so that they arrive at school no earlier than 8:10 a.m. Students will be allowed to go to their classroom at 8:10 a.m. Please be aware that the playground is not supervised before or after school. **Students are tardy if they are not in their classroom when the bell rings at 8:30 a.m.**

### **Late Arrival/ School Closings**

Due to inclement weather, school may start late, may be dismissed early, or may not be in session at all. Please listen to local TV or radio stations for current school closing information. We encourage parents to make childcare arrangements in advance in the event of emergencies. This information should be included on your child(ren)'s Information/Emergency card or on the Linn-Mar website: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).

### **Arrival & Dismissal Procedures**

At Westfield the safety of our students is a priority, so our goal is to have our parking lots pedestrian-free. In other words, we work to avoid having students walking out into the parking lot at arrival and departure times by having designated loading and unloading zones. Please make special note of the following arrival/departure procedures:

#### **Arrival Procedures (8:10 a.m. to 8:30 a.m.)**

##### **Walkers and Bikers:**

- May enter the building at 8:10 a.m.
- Due to the high volume of traffic, all bikes and scooters will be walked while on the school grounds. All bikes and scooters should be parked in the bike racks provided by the front entrance.
- Crossing guards are on duty until 8:25 a.m. at Amelia Street.

##### **Automobiles ([see map for procedures](#)) **All parents are to remain in their vehicles during drop off times.****

- Enter the Easternmost entrance (Main Entrance) from the north off East Main Street.
- Students may exit cars and enter the building at 8:10 a.m.
- All drivers are to remain in their vehicle at all times during drop off times.
- Unloading zones are plainly identified. Students should be prepared to quickly exit the

vehicle on the passenger side of the vehicle only as soon as you are stopped. Once your student has exited the vehicle safely, please exit the drop off lane immediately.

- All goodbyes should be made prior to entering the drop off lane so traffic will flow smoothly.
- All students should be able to enter the building independently. If for some reason you need to enter the building with your student, please park your car in the parking lot, enter the building, sign in at the office, and pick up a visitor's badge. Please note that the area in front of the school next to the sidewalk is a fire lane and is not a parking zone. Police officers can and will ticket unattended vehicles parked in the fire lane(s).

**Buses:** The parking lot on the North side of the school and the west side of the school is for bus unloading and loading.

- Students arrive between 8:05 a.m. and 8:15 a.m.
- Students may enter the building at 8:10 a.m.
- Please review bus rules with your child. Bus rules can be found at <https://www.linnmar.k12.ia.us/district/departments/transportation/>

### **Dismissal Procedures (3:15 p.m.)**

**Walkers and Bikers:** To avoid congestion in front of the building, parents are asked to remain on the sidewalk away from the entrance of the school and allow the crossing guards at Amelia Street to cross any walking students.

- Students needing to cross Amelia Street must use the crosswalk to ensure their safety and will be crossed by our crossing guards.
- Bikes/scooters should be walked until off the school grounds.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

**Automobiles ([see map for procedures](#)):** **All parents are to remain in their vehicles during pick up times.**

1. To access the Westfield Parking lot at dismissal, please turn South onto Amelia Drive NE.
2. Enter the Westfield parking lot via Amelia Drive NE. **[Please note: This is a residential road, so please be mindful not to block any driveways while you wait.]** Please have your name card visible for our staff to see so that we can get students efficiently to the correct vehicle. Staff members will be in the lanes, gathering the students' names, and then will radio into the gym. When the child hears his or her name, they will be dismissed from the gym and escorted to the parent/guardian's car.
3. **All drivers are to remain in their vehicle at all times during pick up.** If your child is unable to buckle, please have them enter the vehicle, pull ahead, and turn right into our parking lot, and park in a stall to help them buckle. **Please do not get out or help them buckle in the pick up line.**
4. Please exit the parking lot via East Main Street, and have a great night!

**Buses:** The parking lot on the North side of the school and the west side of the school is for bus unloading and loading.

- Students are dismissed at 3:15 p.m.
- Buses depart at 3:20 p.m.

### **Attendance Guidelines**

**Linn-Mar District Attendance Policy:** The philosophy of the Linn-Mar Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program. Regular, punctual attendance at school is important for many reasons. Regular attendance improves

learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for development. Students need to come to school every day to benefit from the interaction, discussion, and teacher support that is only available during class time. It is difficult to make-up for the learning that occurs during missed class discussions and interactions with peers. Punctuality is an important skill for children to learn. It's important for students to be on time to school because when they're late, they not only miss out on important beginning of the day routines; they also interrupt the teacher and their classmates.

- Students are expected to be in school each day as it is important for them to participate in class discussions, develop an appreciation for the views and abilities of other students, and form the habit of regular attendance. The school determines whether an absence is excused or unexcused. Excused absences include illness, family emergencies, family vacations, bereavement, and medical/dental appointments.
- **Please contact the attendance secretary (319-447-3352) by 9:00 a.m., or sooner, when your student will be absent or late.** Please leave a detailed message stating your student's name, homeroom, reason for absence/late arrival, and student lunch order, if applicable. If your child is absent from school and we do not hear from you, we will call home and/or work to check on the absence. Based on the number of telephone calls we need to make; parents should receive this call between 9:00 and 10:30 a.m.
- If your student arrives at school after 8:30 a.m, or you need to pick them up before 3:15p.m. for any reason, please park in the main parking lot (off East Main Street). Please walk your student into the office, and sign your child in/out. Students should not go back to their classroom before they are signed in in the office.
- **Tardies/Absences:** If your student arrives to school up to one (1) hour late the absence will be recorded as a tardy in your student's attendance record. If your student arrives at school over one (1) hour late or leaves over one (1) hour early at the end of the day, the absence will be recorded as a half-day absence in your student's attendance record.
- **Illness:** If your student is absent for three (3) or more days, a doctor's note may be requested upon return to school. Students recovering from an illness may be able to do schoolwork at home, please contact your student's teacher directly to request schoolwork.
- **Vacations:** If it is necessary for a student to be absent due to a family vacation, the student can do whatever the teacher believes is practical in terms of make-up work when they return to school.

### **Truancy**

The building principal or School Facilitator will administer the truancy procedures. Depending upon the circumstances, the following procedures are in place for truancy issues.

- A phone call from the Principal or School Facilitator to discuss attendance concerns.
- A letter from the School Facilitator outlining the issues and the attendance expectations.
- A parent conference to design a plan for attendance improvement and discuss consequences for noncompliance.
- A meeting between parents and the Police Department liaison officer.
- Referral to the Linn County Attorney's office

### **Before and After School Child Care**

A before and after school extended childcare program will be offered at Westfield during the school year. For more information, please contact the care provider.

Our current provider is:

Hand In Hand  
3524 35<sup>th</sup> Ave.  
Marion, IA 52302  
Contact: 319-377-5686

### **Behavior Plan -School-wide Positive Behavior Support (PBIS)**

At Westfield, we have a school wide systematic approach to teaching positive behaviors. At the beginning of each school year, all students are taught the expectations for behavior. Parents will be provided with expectations and the procedures for handling behaviors that do not meet those expectations. Throughout the year, students are acknowledged for their positive behavior acknowledgements/tickets and individual and school wide celebrations for meeting behavior goals.

**School-wide Positive Behavior Support:** is a systems approach to establishing the social culture and behavior support needed for all children in a school to achieve both social and academic success. PBIS is not a packaged curriculum, but an approach that defines core elements that can be achieved through a variety of strategies.

### **Positive Behavior Interventions & Solutions (PBIS):**

#### **The Westfield Way is:**

##### **Be Kind**

(Be friendly, polite, encouraging, respectful, helpful)

##### **Be Safe**

(Calm body, self-awareness-how your actions impact others)

##### **Be Responsible**

(Make smart choices, listen, follow directions, do your best, stay organized)

### **Birthday Treats**

Birthday food treats of any kind will not be allowed per district policy. Students may bring in non-food items to hand out to classmates.

**Birthday Party Invitations** Per district policy, if birthday party invitations are handed out at school, an invitation will be provided to each student in the class, otherwise it needs to be mailed or delivered outside of school.

### **Change of Address or Phone Number**

Please inform the school office if there is a change in the parent's or child's name, address, e-mail address or phone number (work or home) during the school year. You can also go on your Powerschool account anytime through-out the year to update your information. The main office also should be notified if parents or guardians will be out of town for an extended period of time, and that the student will be under the supervision of an adult other than the parent or guardian.

### **Child Custody**

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

### **Class Lists/Placement**

The principal collaborates with grade-level teachers, Essentials' teachers, and support staff to ensure the best placement for all students, and to establish productive learning groups. Every effort is made to form heterogeneous classes, which work cooperatively in academic and social settings. If you believe your student needs special learning considerations there will be a form sent via weekly communication in the spring for you to complete for the following school year. We request that you do not specify a specific teacher or ask your student's current teacher to recommend a future teacher. It is the principal's responsibility to assign teachers to classrooms.

### **Code of Cooperation/Conduct Guidelines:**



**The Westfield Way/P.R.I.D.E. Guidelines are:****Be Kind**

(Be friendly, polite, encouraging, respectful, helpful)

**Be Safe**

(Calm body, self-awareness-how your actions impact others)

**Be Responsible**

(Make smart choices, listen, follow directions, do your best, stay organized)

**Code of Cooperation/Expectations, Student Rights and Responsibilities:**

Students at Westfield Elementary will work together to help everyone reach their potential in a positive environment. Students will continually grow toward being able to make appropriate independent decisions and become responsible for their own behaviors.

**Westfield staff will:** teach, model and encourage these expectations school wide. All staff contribute to the positive atmosphere at school. They set the tone through their actions and attitudes. The continuous support, modeling and encouragement of students are demonstrated through the following actions:

- We will teach, model, and monitor responsible student behavior in every school environment.
- We will encourage students to: demonstrate respectful, responsible, ready and caring behaviors.
- We will provide positive, specific feedback when students are meeting expectations.
- When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
- We will work collaboratively to solve problems that are chronic or severe in nature.

**The Westfield staff believes:** that students learn responsible behaviors by being taught and acknowledged through these actions. Acknowledgement that may be used by our staff include:

- Verbal acknowledgement and praise for successful and responsible behavior
- Written acknowledgement/feedback for successful and responsible behavior
- Another form of communication from another staff member for successful and responsible behavior
- Give the class an extra privilege/celebration for successful and responsible behavior
- Intermittent reinforcements for successful and responsible behavior
- Certificate of Achievement for successful and responsible behavior
- Assign/Give the student an additional opportunity or responsibility

**Code of Conduct/Consequences for Misbehavior:**

Every attempt will be made for interventions to be proactive and positive rather than reactive or punitive. If a student does not follow school guidelines, it will be viewed as an opportunity for teaching appropriate and responsible behavior. Within this basic approach, the teacher has latitude for professional judgment in setting up a series of interventions to help a student with a recurrent problem. Consequences for classroom misbehavior will be most effective when implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Disciplinary procedures are intended to teach students more appropriate behaviors, to protect the rights of others, and to provide a safe and positive learning environment. Westfield School follows a continuum of interventions from least to more restrictive. Most irresponsible behaviors will be dealt with by discussion or mild consequences. The Westfield staff works collaboratively. They are encouraged to seek assistance from the principal, school facilitator, counselor, and other staff members.

**Discipline Procedures**

**Disclaimer Revised 8/1/2023: Forthcoming**—The Iowa Department is required by House File 604 to develop and distribute model policies that may be used by school districts and charter schools to meet

the student discipline procedural requirements. The 2023-2024 Westfield Student Handbook will be updated once the new Board policy is in place.

When inappropriate behavior occurs, there are a variety of possible consequences/interventions supervisors may use. Our goal is to determine the most meaningful way to help students learn expected behaviors. Please inform your children of the four-step process listed below.

**Step #1 - Mild Infractions – On the Spot Interventions:** The school staff member observing the inappropriate behavior assumes the responsibility for discipline. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of a privilege and/or a verbal apology)

**Step #2 - Repeated Infractions:** If a homeroom teacher receives repeated reports of a specific child's inappropriate behavior, the homeroom teacher should use his/her best judgment in deciding when to inform parents of the concern(s). Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical, appropriate consequence and/or restitution (e.g. loss of a privilege and/or a written letter of apology)

**Step #3 - Serious Infractions:** May involve, but are not limited to, physical behavior with injury, insubordination, extreme put downs, weapons or look-alikes (Linn-Mar Board Policy 502.8), harassment (502.14), stealing, or possession or use of alcohol, drugs or tobacco (Linn-Mar Board Policy 502.3)."

These issues are to be referred to the principal, the counselor, or the school facilitator. Teachers are to complete an office referral form and send that form with the child to the office.

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution and a communication will be made to parents (e.g. loss of recess, time out in the office, in-school suspension, a verbal or written apology, a telephone call home)

**Step #4 - Repeated Serious Infractions:** If students are referred to the office multiple times a parent conference will be scheduled to discuss the concerns. An individual behavior plan will be developed which may include:

- A logical, appropriate consequence (e.g. a time out in the office, in-school or out of school suspension)
- Identification of target behavior goals
- Support and/or services to be provided
- Identification of management strategies and/or consequences in the event of another occurrence

**Office referrals are reserved for severe and chronic misbehavior.** Five categories of misbehavior will result in an office referral.

- **Harassment/Bullying:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings. Consequences for harassment/bullying will follow regular discipline procedures and may

include the following: verbal warning, written warning, student/parent conference, and suspension. If the behavior continues after the warning, the student will be sent to the office. (Linn-Mar Board Policy 502.14; harassment based on age, race, color, sex, religion or disability will NOT be tolerated.) A district harassment form will be completed and kept on file in the principal's office.

- **Defacing or damaging property:** defacement or damage to another person's property or school property. (Linn-Mar Board Policy 502.10) The person who perpetrated the defacement or damage will make restitution or in some manner reimburse the person or Westfield for the damage. The principal, facilitator and/or teacher will consult with the parent as to the appropriate cost and how restitution will be made.
- **Physically dangerous behavior:** fighting, assault, physical intimidation. Adults will firmly stop a physical altercation. Students may be asked to draw or write a Problem Solving/Thinking Plan.
- **Illegal acts:** When an adult is aware that a student has done or is doing something illegal the staff member is obligated to refer the situation to the principal.
- **Insubordinate behavior:** Insubordinate behavior is the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time. (Linn-Mar Board Policy 502.1 on student conduct.) When a student is referred to the office, the principal, facilitator, or designee will meet with the student to set up a Problem-Solving Plan that will help the student act appropriately in the future. The principal, facilitator, or designee will call the parents to inform them of the student's behavior and the plan of action; a conference time may be scheduled.

## **Communications:**

### **Questions or Concerns:**

#### **General In School Situations:**

- The School Facilitator (Mrs. Hunter) is responsible for the overall management of the school. The facilitator is responsible for student management of conflict, discipline, and school safety, among a variety of other tasks.
- The Principal (Mr. Fillner) is responsible for the overall management of the school and its personnel, including curriculum/instruction, student growth and problem solving, teacher support/evaluation, and implementation of district policy.

#### **General Out of School Situations:**

- Transportation – Brian Cruise at (319)447-3030 can assist with issues related to school transportation.

**Specific Class-Student Situations:** The teacher has the most direct contact with the student and is most familiar with his/her response to other students, procedures, instructional goals, discipline, and evaluation.

- **Conferences & Report Cards:** Family conferences are held at the middle of the first and second semester. We encourage all parents/guardians to attend the family conferences so that you can learn, firsthand, the progress your student is making. Report cards are accessed through PowerSchool upon the completion of each semester. If, as a parent/guardian, you have questions, suggestions, or concerns please feel free to contact your student's teacher anytime throughout the school year.

- Divorced / Separated Parents: At Westfield, we believe it is in a child's best interest if both parents "hear the same information at the same conference" from teachers. As a result, it is not our practice to hold separate conferences for separated or divorced parents.
- Access to Student Records: Student records are confidential. A student's legal parent or legal guardian may have access to the student's educational records. Other than the legal parent or legal guardian only authorized, licensed, and clerical personnel with a legitimate need to know are allowed access to student records. Legal parents and/or legal guardians may access student's educational records during regular school office hours (8:00 a.m. to 3:45 p.m.). If copies of documents are requested a copying fee may be requested.
- Review of Educational Materials: Members of the community may review educational materials currently being used by the students. Please contact the district Information Services office (319-447-3005) to request an opportunity to review the materials. The review of materials should take place on school grounds with one or more appropriate staff members present to assist in the review.
- Newsletters: The Westfield Weekly is emailed every week.
- Websites: For up-to-date information on the Linn-Mar District or Westfield Elementary visit: [www.linnmark12.ia.us](http://www.linnmark12.ia.us)
- E-Mail: Email is a valuable tool for communication. Most teachers do correspond with parents via email. Please allow up to 24 hours for a response if you choose to email. Mrs. Pistulka (Jill) will also send out weekly emails and various other emails throughout the school year.

#### **Education Appropriations – HF 868**

Added the following text to Iowa Code 279.66 ("Discipline and personal conduct standards"): The board of directors of a school district SHALL include or reference in the student handbook DE guidance published pursuant to section 56.9, subsection 63, for parents, guardians, and community members who have concerns about school districts or their governing boards. (Iowa Code 279.66(2)) For more information use the following link:

Iowa Department of Education [Parent, Guardian, and Community Concerns](#)

#### **Dress Code**

Clothing worn by students should be age appropriate. Clothing should be appropriate for the weather and school activities. Clothing that displays drugs, alcohol, tobacco, makes reference to a prohibited conduct and/or is vulgar or obscene is not acceptable and will not be allowed. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. (We have some spare clothing in the Health Office.) Hats are not to be worn inside the building. Footwear is required of all students. Students will need athletic shoes for gym class (they may wear the same athletic shoes that are worn to school.)

**It is highly recommended that students dress for the changeable Iowa weather.** When snow is on the ground, students must wear boots to participate in "snow activities." Snow pants/suits are also encouraged. Those not wearing boots are asked to stay outside on the hard surface by the building during recess. Students will be going outside for recess when the temperature is 5 degrees or above.

#### **Field Trips**

Field trips are provided to enrich the school's curriculum. Parental permission **must** be on file in order for your child(ren) to participate in field trips. Permission may be granted for your child's participation in all field trips by indicating your permission on the Information/ Emergency card. Classroom teachers will notify families of upcoming field trips. If you choose not to have your child

participate in an upcoming field trip, please send a written note to your child's teacher, or the school office.

### **Fundraising outside of school**

Students are asked not to sell items at school. Please keep this activity outside the school setting. Staff and other students can be put into a difficult position if they are approached by students to purchase items. All requests to post or communicate events, community activities, group meetings, etc. need to be approved by the Information Service Coordinator at 447-3005.

### **Harassment**

#### **Student Rights and Responsibilities**

**What is harassment?** Harassment might be thought of as teasing or pestering another person. A person who shows respect for others does not tease or pester; therefore, harassment is something that would not be done by someone who is showing respect to others.

**The following are behaviors that may be examples of harassment:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings.

**When the teasing, pestering, or harassment is based on whether you are a boy or a girl, it is called sexual harassment.** The following are behaviors that may be examples of sexual harassment: comments about someone's body; "dirty" jokes, notes, or pictures; gestures with hands or body; pressure to play games that feel uncomfortable; trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged or touched. All Linn-Mar employees and students are expected to behave in ways that show respect to others. Linn-Mar Board Policy 502.14 states that harassment based on age, race, color, sex, religion, or disability will not be tolerated.

**What should you do if you are harassed?** If you are teased, pestered, or harassed by another child or by an adult and you think... "I wish I could make this stop," then you should say... "Stop! I don't like that!" If the teasing, pestering, or harassing does not stop or if you are upset by it, you should tell a trusted adult such as your parent/s, your counselor, your teacher, school facilitator, or your principal.

**Can you get in trouble for harassment?** Yes. Consequences will follow regular discipline procedures and may include verbal warning, written warning, student/parent conference, and/or suspension/expulsion. Some behaviors are more severe than others and the consequences will fit the behavior. If you have any questions, please contact Karla Christian at the ESC. 447-3036.

### **Health Information:**

**School Nurse/Health Assistant:** A health assistant is always on duty in the building. The district nurse will be at Westfield approximately one day each week and on call. If your child is ill or injured, the following procedure will be used:

- When children who are ill are sent to the nurse, their temperature will be taken, and parents phoned usually when the temperature is 100 degrees or higher. **Children need to be fever free for 24 hours before returning to school.**
- The child will be examined by the nurse or health assistant.
- Minor cuts, scrapes, and injuries will be treated with first aid methods.
- Students with more serious injuries - the nurse will be called in, if not at Westfield. First aid will be administered, and parents will be called.
- In extreme cases - emergency personnel will be contacted.

- An entry in Powerschool is kept on all children seen by the health assistant/nurse.
- Effective July 1, 2003, the Iowa school immunization law requires that children born on or after Sept. 15, 1997 must receive at least one dose of Varicella vaccine or have a reliable history of the chicken pox disease before entering school. This dose should have been received on or after the child was at least 12 months of age.
- Current immunization requirements are available under forms-health information.

As school health services are used primarily for first aid and on-site care, they should never replace a visit to your physician's office. We encourage you to seek proper diagnosis and care from your own physician.

**Physical Examinations:** Students enrolling in kindergarten are required to have a physical examination by a licensed physician. A certificate of health stating the results of a physical examination, signed by the physician will be filed in the health office. A physical examination is also encouraged for students entering grades four and nine.

**Prescription Medication:** Prescription medication must be brought to school in the labeled prescription container and dropped off at the nurse's office. Parent(s)/legal guardian(s) permission forms must be signed at the nurse's office.

**Non-Prescription Medication:** Non-prescription medications include; Tylenol, aspirin, cough medicines, antihistamines, or any other over-the-counter medications. Non-prescription medications will be given only with the written approval of doctors and parent(s)/legal guardian(s). Non-prescription medications are to be provided by the parents(s)/legal guardian(s) and sent to school in the original medication container with the student's name attached. Cough drops may be brought to school with written permission from parents/guardians. Medication Authorization forms are available in the Westfield health office or can be downloaded.

### **Items from Home**

Students should not bring personal items from home including but not limited to: cell phones, electronic equipment, toys and fidgets, computerized games, outside recess equipment, etc., unless requested by the teacher. The school is not responsible for lost, stolen, or damaged items. Items that may be harmful to students, including weapons of any kind, are not allowed on the school grounds. (Please also refer to Telephone Use & Electronic Equipment)

### **Lost and Found**

A lost and found area is located in the front hallway. Please have your student or students check throughout the school year for items that your student may have misplaced. Items that are not claimed are donated to local charities. Jewelry and valuables may be identified and claimed in the office. Please clearly label your student's items (coats, boots, hats) with his or her name.

### **Lunch & Snacks:**

**Lunch:** Students may bring cold lunch or eat hot lunch provided by the district. Lunch menus may be found on the district website at <https://www.linnmark.k12.ia.us/district/departments/nutrition/>

Payment for student meals can be made online through your PowerSchool account. **If you send lunch money to school with your student the money needs to be sent in an envelope clearly marked with your student's name and homeroom.** The Total Access system will keep track of the money paid by each family and the number of lunches eaten. You can access the system through the district's nutrition services website <https://www.linnmark.k12.ia.us/district/departments/nutrition/total-access-meal-accounts/>. The system automatically notifies you when additional funds are needed.

- If you plan on eating lunch with your student, please be sure to call your lunch order into

the office (319-447-3350) before 9:00 a.m. so that you can be included in the daily lunch count.

- If you plan on bringing lunch from home, you do not need to call ahead.
- Fast food items, including pop or soda, should not be brought to school by students and/or lunchtime visitors. Items considered fast food are meals purchased from area restaurants such as, but not limited to McDonalds, Culvers, Burger King, Subway, Hy-Vee, etc. For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.
- Students are not allowed to have pop and soda with their lunch or snack.

**Please note that we ask that visitors do not come for lunch during the first two weeks of school as students get used to their lunchtime routines.**

Our lunch schedule for 2023-2024 is outlined in the following table.

| Grade Level  | Lunch Time  | Recess Time |
|--------------|-------------|-------------|
| 1st Grade    | 10:50-11:15 | 11:15-11:35 |
| Kindergarten | 11:20-11:45 | 11:45-12:05 |
| 4th Grade    | 11:50-12:15 | 12:15-12:35 |
| 3rd Grade    | 12:20-12:45 | 12:45-1:05  |
| 2nd Grade    | 12:50-1:15  | 1:15-1:35   |

**Snacks:** Snack time is provided for students K-4. Teachers will be in communication with parents/guardians about snack information for the school year. The district recommends that snacks follow the Healthy Kids Act and [Be Well Marion guidance](#).

### **Nondiscrimination**

(Policy 105.1)

The Linn-Mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian at 2999 North Tenth Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

### **Pets**

As a safety concern for our children at Westfield, pets are not allowed in our building or on school grounds before, during or after school. We have many students with severe allergies, so we need to be considerate of others. Thank you for your understanding and cooperation.

### **Parent/Teacher Organization (PTO)**

The Westfield Parent Teacher Organization (PTO) is a group whose membership includes all parents and staff of Westfield. All Westfield families and staff are invited and encouraged to take part in PTO activities and decision making. There will be a variety of needs throughout the year here at Westfield - your input and ideas are encouraged.



### **Recess**

All students are expected to participate in recess. A parent's written request to keep students indoors for recess due to illness will be honored for up to three consecutive days. Requesting indoor recess for your child beyond three consecutive days requires a written recommendation from a physician.

Students may have one 15-minute fit break and one 20-minute recess break every day. The decision to have outdoor recess during cold and inclement weather depends on the weather conditions. When making the decision to have indoor or outdoor recess, we consider precipitation, wind chill temperature and playground conditions. Students will go outside at **5 degrees or above**. If we cannot have outdoor recess, provisions will be made to hold recess inside.

### **School Fees**

Every Westfield student is assessed a textbook rental fee. School fees are \$50.00 per student and are due by the first day of school. This fee covers a portion of the cost for consumable instructional materials used by students. Should your child transfer to another school district, a portion of the fee may be refunded. School fees are waived or partially waived for students who qualify for free or reduced lunch. A form must be filled out each year. Any unpaid fees are turned over to a district collection agency. Please pay your child's fees by login onto your Powerschool account.

### **School Insurance**

Every Linn-Mar student has an opportunity to participate in a school insurance plan. The plan offers accident coverage to your child while a participant in all supervised school activities. The Linn-Mar School District does not carry insurance for students, parents, or their belongings. There are forms in the office if you are interested.

### **School Pictures and Yearbooks**

Halverson Photography is scheduled to take traditional fall school pictures in September. The fall pictures need to have payment at time of the pictures. There are also pictures taken in the spring that you purchase after you have received them. Yearbook orders are placed in the spring but using the fall picture.

### **Search and Seizure**

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, personal effects, work areas, or student vehicles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. (Reference: Board Policy 502.4, 502.4R)

### **Support Services Available to Westfield Students:**

Additional support services are available to assist teachers when concerns arise with students. These services include:

#### **Counseling**

Westfield has a full-time counselor to assist families and staff. Among the services available are whole class and small group instruction and individual counseling. For more information about the counseling program, please feel free to call the counselor at the Westfield office. "Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal



basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school."

**School Psychologists** - The school psychologist assists in the diagnosis of educational, emotional and behavioral problems.

**Social Worker** - The school social worker assists students, their families, and teachers. Social workers focus on social, emotional and behavioral concerns. A cooperative approach to problem solving is emphasized.

**Speech Clinician** - Our speech clinician provides speech services to students at Westfield. Students are recommended for speech work on the basis of teacher referral, parent referral, testing, or doctor.

**Dental and Hearing Screening** - At some time in the year Grant Wood Area Education Agency will provide dental and hearing screening to all students in the building. You will receive notification of the dates. If you do not want your child(ren) to participate, please notify the school in writing.

#### **Learning Enrichment Opportunities (LEO)**

LEO provides students with opportunities to explore new topics of interest through projects, presentations, demonstrations, and special guest speakers. In addition, students identified to participate in the LEO pullout program (identified students leave the regular classroom setting and work together in another room in the building) participate in activities to further develop their skills in logic, research design, productive thinking and problem solving.

#### **English Language Learners (ELL)**

ELL provides students whose primary language is not English. They may qualify for ELL services. All students who have English not checked as their native language will be tested at the beginning of school.

#### **Library**

Westfield has a full-time media specialist. Classroom teachers schedule blocks of time each week for their students to visit the media center. Among the services provided by the media specialist are teaching students how to access the information available in the media center including books, encyclopedias and computers. We ask parents to help in getting books returned on time. Any lost or damaged book(s) need to be paid for in full before students are allowed to resume checking out. If you should happen to find a lost book from the prior school year refunds will be made until September 1<sup>st</sup> of the current school year. Please make every effort to help your child to keep track of their books and be responsible in returning them in a timely manner.

#### **Student Support Services**

The Student Support Services program provides direct instruction and support for students with identified learning and/or behavior challenges. The Student Support Services teachers work directly with students either in small groups or individually to introduce, review, and reinforce skills. A variety of possible strategies is utilized. Individual goal areas may include reading, written language, spelling, math, student study skills, and social skills. Depending on the present level of performance, support for any of the areas may be provided within the Student Support Services classroom or the regular classroom. The Student Support Services teachers work closely with the classroom teachers to monitor student progress.

### **Reading Support**

The reading improvement program provides students, who are experiencing difficulty with reading, with additional learning opportunities. Students are selected to participate through diagnostic testing as well as teacher nomination and parental input. The reading improvement teachers also assist classroom teachers in the development of instructional strategies and materials for individual students, small groups or an entire class.

### **Teacher - Parent Conferences**

Parent-Teacher conferences will be held in person and information will be sent out closer to the conference dates.

Parent - teacher conferences are held once during each semester, plus there will be two written report forms. During the conference, a student's progress folder (a collection of student work), may be discussed. We encourage parents/guardians to contact your child(ren)'s teachers whenever you have questions and/or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher. Parents will have the opportunity to schedule conferences with your child's teachers electronically. Online conference scheduler will be used to schedule your conference. You will be notified when it opens for you to access it through the Westfield webpage. It is Westfield's practice to have one conference for all family members involved in a student's life. This ensures all parties involved hear and receive the same information at the same time. Please schedule your conferences accordingly.

### **Telephone Use & Electronic Equipment**

**School Phone Usage:** Phone messages to students should be directed through the main office. Office personnel will in turn see that the appropriate student receives the message. **Students may use the office telephone in emergency situations only.** Students should not use school phones for social reasons. All arrangements for after-school play dates, lessons, or meetings should be made at home prior to the beginning of the school day. For safety reasons, the office needs to be aware of any after school change in the way a student is going home so a note can be made and delivered to the teacher and student at the end of the day. We ask that a parent/guardian call the office to alert us of a change and not contacting the student via cell phone. We appreciate your understanding in this matter.

**Electronic Devices: Cellphones and communication watches will not be allowed to be used by students between 8:10 a.m. and 3:15 p.m. daily.** It is discouraged for students to bring cell phones/electronic equipment to school. If a student brings a cell phone or other electronic equipment to school they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If electronic devices are brought to school, they cannot be used during the school day without permission. If items are used during the school day, without permission, the items will be taken and kept in a safe place until the end of the school day. If students have cell phones/electronic equipment taken away on more than one occasion, parents/guardians will be asked to come to school to pick up the items; they will not be sent home with students.

### **Toys from Home**

Students should not bring toys, trinkets, etc. to school. (Too often items brought from home are lost or broken.) The one exception to this rule occurs when a teacher may ask her/his students to bring "special" items from home.

### **Visitations and/or Volunteers**

Volunteers and visitors are welcome back into the school. To sign up for volunteer opportunities please go to: [volunteers.linnmark12.ia.us](http://volunteers.linnmark12.ia.us) to get registered. If you are interested in visiting your child's school for lunch, we are prohibiting bringing in fast food/food from restaurants and sodas.

## **Linn-Mar's Internet Policy:**

INTERNET (Reference Linn-Mar Board Policies 603.10: 603.12) The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited, and they will understand that they may be subject to discipline for use of the Internet system contrary to those terms. A parent or guardian must authorize their student's independent use of the Internet by signing the Information/Emergency card kept on file in each attendance center. This card is sent to families with registration materials on an annual basis. Independent use of the

The Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. These are also located on the permissions page. To ensure smooth operation of the Internet, users must follow established guidelines regarding use. Signing the Information/Emergency card indicates a student has read and agrees to abide by its terms and conditions.

1. **Acceptable Use** -- The use of the Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organizations must comply with the rules and regulations relating to those networks.

2. **Unacceptable** -- Transmission of any material in violation of any federal, state, or local law or regulation is prohibited. This includes, but is not limited to, transmission of copyrighted materials, references, student handbooks, or material protected by trade secret. Use for these activities is not acceptable: harassment, product advertisement, political advertisement, political lobbying, game playing, unauthorized "chat", computer "hacking", knowingly spreading computer viruses, chain letter communication, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items, they shall immediately exit or request staff assistance. It is unacceptable to read the e-mail of others. E-mail will not be allowed on Media Center computers unless it is directly connected with a classroom assignment and then only with the written permission of the classroom teacher.

3. **Netiquette** -- You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language -- Do not swear, use vulgarities, or other inappropriate language. Such abuse is known as "flaming" in electronic communities.
- c. Do not reveal personal addresses or phone numbers.
- d. Note that email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Illegal activities are strictly forbidden. This includes, but is not limited to, threats, harassment, stalking, and fraud.
- f. Do not use the network in a way that would disrupt the use of the network by others.
- g. Respect intellectual property -- credit sources and obey copyright laws. Users will accept the responsibility of keeping copyrighted software from entering the local area network.

4. **No Warranties** -- LMCS D makes no warranties of any kind for the information or services provided through the network. Linn-Mar will not be responsible for any damages including loss of data or service interruptions.

5. **Security** -- Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk may be denied access to the district's computer resources.

6. **Vandalism** -- Any malicious attempt to harm or destroy hardware, software, or data of another user will result in cancellation of computer privileges.

7. **Display** -- The display area on a computer monitor should be regarded the same as a t-shirt. Things that should not be displayed on a t-shirt will not be displayed on a computer monitor.

8. **Storage** -- Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly.

Parent, Guardian, and Community Concerns For concerns about school districts or governing boards the Iowa Department of Education has made available this website for Parent, Guardian, and Community Concerns:

<https://educateiowa.gov/pk-12/parent-guardian-andcommunity-concerns>

## Arrival & Dismissal Maps:

### Arrival Map & Procedure



### Arrival Procedure

1. Enter the Easternmost entrance (Main Entrance) from the north off East Main Street.
2. **Please pull as far up into the semi-circle drive as you can. Please don't stop in front of the entrance if there is space ahead of you.** Students may exit cars and start to enter the building at 8:10 a.m.
3. Please continue around the outside of the parking lot and make your way back to Main Street to Exit the parking lot.



## Dismissal Map & Procedure



### Dismissal Procedure

1. To access the Westfield Parking lot at dismissal, please turn South onto Amelia Drive NE.
2. Enter the Westfield parking lot via Amelia Drive NE. **[Please note: This is a residential road, so please be mindful not to block any driveways while you wait.]** Please have your name card visible for our staff to see so that we can get students efficiently to the correct vehicle. Staff members will be in the lanes, gathering the students' names, and then will radio into the gym. When the child hears his or her name, they will be dismissed from the gym and escorted to the parent/guardian's car.
3. **All drivers are to remain in their vehicle at all times during pick up.** If your child is unable to buckle, please have them enter the vehicle, pull ahead, and turn right into our parking lot, and park in a stall to help them buckle. **Please do not get out or help them buckle in the pick up line.**
4. Please exit the parking lot via East Main Street, and have a great night!