

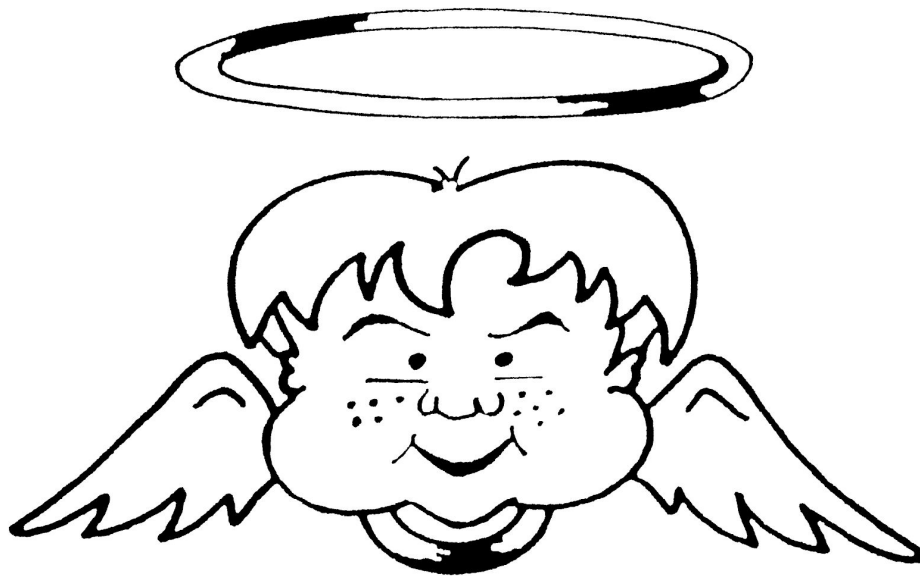
ST. ANSGAR ELEMENTARY SCHOOL

206 EAST 8TH ST. ANSGAR, IA 50472 (641)-713-2331 (641)-713-2370 (FAX)

WWW.ST-ANSGAR.K12.IA.US

STUDENT PARENT HANDBOOK

FOSTERED BY A COOPERATIVE EFFORT BETWEEN THE ST. ANSGAR SCHOOL DISTRICT AND COMMUNITY, OUR MISSION IS TO PROVIDE THE HIGHEST QUALITY EDUCATION IN A SECURE, POSITIVE, AND CHALLENGING ENVIRONMENT, EMPOWERING ALL STUDENTS TO REACH THEIR FULL POTENTIAL



LIFELONG LEARNING STANDARDS:

- SELF DIRECTED LEARNER
- EFFECTIVE COMMUNICATOR/PRODUCER
- COLLABORATIVE WORKER/CITIZEN
- COMPLEX THINKER

WELCOME TO THE ST. ANSGAR ELEMENTARY SCHOOL!

The St. Ansgar Elementary School has put together this handbook to better inform you of the many procedures and services provided by the school. We ask that you review the information and use it as a ready reference throughout the year.

We are all looking forward to an excellent year, especially working with you as a parent and an advocate for education. We welcome parental visitations, inquiries, concerns, suggestions, and support. The students will experience many fantastic opportunities to learn and grow here in the elementary. If you have any questions or comments, please DO NOT hesitate to call or stop in.

Sincerely,

Scott Cakerice
Elementary Principal

Elementary Telephone Number
(641)-713-2331

<https://www.st-ansgar.k12.ia.us>

Jurisdictional Statement

School district policies are in effect while students are on school grounds or property within the jurisdiction of the school district; while on school owned and/or school operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds. Misconduct directly affects the good order, efficient management and welfare of the school district, involving students or staff. Violation of school district policies may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities. School district policies are in effect 12 months a year.

Students may be disciplined for conduct that disrupts the education program, disrupts the orderly and efficient operation of the school district or school activity, or disrupts the rights of other students. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline may also include restriction from privileges to participate in extra-curricular activities, field trips, and classroom activities.

Table of Contents

General School Information & Procedures	pg. 04
Attendance, Dress Code (indoor/outdoor), & Lunch	pg. 08
Behavior & Discipline Guidelines	pg. 12
Medical Forms & Procedures	pg. 16
Arriving to School Via Bus or Bicycle	pg. 19
Educational Statements & Services (AEA, etc...)	pg. 22
Staff Directory	pg. 24
Medication Permission Form	pg. 25

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 or vehicles and chartered buses. The term “school facilities” includes school district buildings. 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.

General School Information

School Day

The teacher's day begins at 7:45 A.M. with classroom instruction beginning at 8:15 A.M. **Students should arrive at school after 7:50 A.M. for breakfast or before school recess.**

- We do not have supervision in our school until 7:50 A.M. Students should not be dropped off early. Wandering through the school is not permitted.
- School will be dismissed at 3:20 P.M. each day. Students being picked up at dismissal time should use the south entrance/exit of the building. Parents should be at the south door to pick up your child. Students will not leave without a parent/adult picking them up.

School Closings

All school closings, delayed starts and early dismissals due to inclement weather will be broadcast on the following radio and TV stations, as well as our One Call system:

- KIMT-TV (Mason City)
- KAAL-TV (Austin)
- KTTC-TV (Rochester)
- KGLO (AM 1300- Mason City)
- KLSS (Mason City)
- KAUS (Austin)

Call our St. Ansgar School Weather Hotline 713-7710.

** When an early dismissal occurs, parents must ensure that children know how to get in the house if no one is home. Please discuss with your child what the plan will be for early dismissals before they occur. **Calling home from school should not be the plan.** Parents will be notified in advance by a note or newsletter when an early dismissal is planned by the administration.

When school is called off due to inclement weather, our phone lines become very busy. Please talk with your children, or your child's teacher, about what they should do in case of bad weather. As always, our school will make sure your child is safe during these situations.

Visitors

All visitors are welcome but upon entering the building must report to the school office. You will receive a visitor's badge after signing in. School age visitors are not allowed during the school day unless escorted and supervised by an adult. We like to have parents visit the school. Parents are welcome to visit at any time, with the exception of the first two weeks of school, on party days, and during the last two weeks of school. This visit should be kept to no longer than one hour.

**See St. Ansgar Community School District Board Policy 904.2
for more information**

Closed Campus

Children are not allowed to leave the school during the school day. If you are going to pick up your child you must notify the teacher and the office by phone or with a note. If you do not call the office OR send a note, your child will be sent home on the bus.

Change of Important Contact Information and Emergency Contacts

In order for our records be kept up to date, it is **required** that any changes in important contact information be reported to the teacher and the elementary office. This information is needed for emergencies as well as for routine communications.

Court Documents Changes on Student Status

In the interest of student welfare, the school appreciates any information in changes of family status. If the court has ordered any special provisions concerning a student(s), the school **must** receive a copy of the court order so it can follow the terms of the agreement.

Conferences/ Report Cards

Each year special times are set aside for parent/teacher conferences. About two weeks before the scheduled time, letters are sent to parents, asking them to indicate time preferences. Every effort is made to accommodate your need. We hold conferences in the fall and spring. Parents/guardians wanting to meet with a teacher in addition to conferences may contact them to set up and appointment.

- The purpose of the conference is to give parents and teachers an opportunity to share their views concerning the welfare and progress of the child.
- Parents and teachers may also request additional conferences if they so desire. Report cards are issued at the conclusion of each semester.

Telephone - Student Use

The school telephones are to be used for school business. Students must have an adult's permission to use the telephones in the building. **Students will not be allowed to call parents requesting permission to stay in town, to go to another student's home, and the like. We are suggesting that plans such as these should be made the evening before at home.** Any long distance phone calls not of an emergency nature will be charged to the parent.

Toys or Other Expensive Items

The school CANNOT be responsible for expensive toys or items at school. Items such as Kindles, Ipods, Ipads, phones, etc., are not the responsibility of the school. If the parent allows their child to bring these items to school, it is their responsibility if something is lost, stolen, or broken.

Building Usage

For use of the elementary building and/or gym, please call the elementary office. (641-713-2331)

Birthday Invitations

Invitations for birthday parties **shall not be handed out** in school unless each student is invited (all boys or all girls depending on the sex of the birthday person). **If the students are not all invited, the invitations should not be handed out in school.**

Latex Free Environment (Balloons)

It is the policy of the school district to ban latex balloons and latex materials of any kind. (Balloons are not allowed on the buses. If a child receives a balloon at school, you are responsible for taking the balloons home.)

Student Salespersons

We **strongly suggest** that all students refrain from selling or trading items at school to reduce the temptation of theft of money or merchandise and loss of school time for the sales transaction.

Library/ Textbooks

Both library books and textbooks are very expensive. All students are ENCOURAGED to take good care of them. We ENCOURAGE students to cover their textbooks. We DISCOURAGE tearing and writing/coloring pages in books. Students will be asked to pay for lost or damaged books.

It is the policy of the St. Ansgar Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age (employment only), political party affiliation, actual or potential parental, family or marital status, and socioeconomic status (students/program only) in its educational programs, activities or employment practices. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Lynn A. Baldus, Principal, PO Box 398, 206 E. 8th St., St. Ansgar, IA 50472, (641) 713-4720, lbaldus@st-ansgar.k12.ia.us. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

Student Attendance, Dress Code, and School Lunch

Attendance

It is the educational philosophy of the St. Ansgar Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods.

Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities.

Consequently, the Board of Directors, the Administrators and the Staff of the St. Ansgar Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

The exception to the rule of 180 days per year attendance would be in the case of an emergency, doctor or dental appointments, authorized religious holidays, and school sponsored or approved activities. The only absence, which constitutes such an emergency would be illness of the student or a death or serious illness in the immediate family. All absences, other than illness or funeral should be approved by the school in advance for the absence to be excused. **A student is never able to “make-up” the educational benefits gained from actual attendance in the classroom.** As a result, even an excused absence may affect the grade accordingly. Also, if a student misses a great deal of school, it may be recommended that the student be retained the next school year.

School attendance is the responsibility of the students and parents. Excessive absences must be reported to the county attorney. When a student is going to be absent from school, the parent should call the school letting the office know the reason. This should be done between 8:00 a.m. and 9:00 a.m. If a student is going to be late to school or leave early from school, a note should be sent with the child to give to the teacher or the parent should call the office.

All absences will result in a reasonable effort by the school to contact the student’s parent/guardian in order to confirm the student’s safety, unless the school has been previously notified by the parent/guardian of the absence in writing or by phone.

If a student comes in after 10:00 a.m., they will be counted ½ day absent. If a student leaves before 2:00 p.m., they will be counted ½ day absent. If a student is gone more than an hour and a half in the middle of the day, they will be counted ½ day absent.

After 5 absences, excused or unexcused, or a combination of both, a letter will be sent home.

After 10 absences, excused or unexcused, or a combination of both, parents will be asked to meet with the principal.

After 15 absences, excused or unexcused, or a combination of both, the county attorney will be notified.

A truant student is defined as any child over seven and younger than sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. If we feel that the student is truant, the county attorney will be notified.

See St. Ansgar Community School District Board Policy 501.3, 501.9, & 501.10 for more information

School Dress- Indoors and Outdoors

Appropriate school dress is very important to all at St. Ansgar Elementary School. Student attitude reflects the manner of dress and do have an affect on conduct in the classroom. The school staff and administration ask for parent cooperation in establishing and enforcing guidelines for appropriate dress. The idea of this dress code is to encourage the students to use personal judgment in their appearance because it does affect your impressions on other people, and seems to affect behavior. However, a few rules are needed for safety, health, and to enhance the learning process. The basic guidelines are as follows:

- T-shirts must have acceptable wording or students will have to call home for other clothing or wear the shirt inside out (if wording cannot be seen that way)
- Tank tops, or tops that are low cut, have midriff exposed or have excessively large arm holes are not acceptable. Students will be asked to change their clothes.

- Shorts may be worn throughout the school year. *HOWEVER, they must be shorts that are appropriate for school aged kids (not too short).* Be aware of the weather and that your child dresses to be outside at recess time. If it is cold, and your child wears shorts, they will still go outside for recess, unless they have a doctor's note.
- Footwear must be worn at all times. Tennis shoes are required for physical education class. Sandals that cover the toes and have a heel strap on them are OK for school, but may cause problems at recess. *Flip Flops are not appropriate for our school.*
- During cold weather periods, caps/hats, snow pants, and mittens/gloves are important.

The wearing of boots and snow pants is **required** during cold and/or wet periods for all grades. Students without boots or extra shoes will not be allowed to play on the playground. If you are unsure of the weather for the day, it is better to be safer than sorry. Since Mother Nature changes so quickly, students may want to plan on bringing cold weather clothing during the regular "cold months" each day.

Cold Weather Procedures

Students at St. Ansgar Elementary School are expected to go outdoors during noon hour periods and recess. Our periods do not exceed 15 minutes for noon or 15 minutes for the morning and afternoon recesses. We try to monitor the weather closely and use the following rules as a guide.

- If the temperature and wind chill are **above 0** we will be going out the usual time periods.
- If the temperature and wind chill fall **below 0** we will stay indoors for recess.
- The weather will be monitored and may change what our students do for each recess

Breakfast/Lunch / Milk Information

St. Ansgar School District has a computerized meal/milk system. Each student has an account and is assigned a meal/milk ID that is scanned each time that student drinks milk, takes breakfast or takes hot lunch. We ask that a deposit is made at the beginning of the school year and that a positive balance is maintained throughout the remainder of the year. Breakfast will be available to all elementary students from 7:55 a.m. to 8:15 a.m. daily. The cost will be set at the beginning of each school year (at registration). Every time a student eats breakfast, lunch, or has an extra milk, money is deducted from the student's account. These fees are

also set each year and can be seen at registration. Juice is available instead of milk for students who cannot have dairy products **upon recommendation in writing by a physician on clinic letterhead.** For more questions about lunch, please contact Mr. Cakerice in the elementary office.

Because we have a closed campus during lunch, we do not compete with local establishments (Casey's, Sportmen's Lounge, Paradise Pizza, etc...). Students may bring a cold lunch from home, but hot lunches purchased from downtown will not be allowed in the school. If your child is brought in a lunch of this sort, he or she will have a school lunch and will be charged this meal on their lunch account.

If a student will be having a guest eat with them, please call the office (713-2331) before 9:00am on that day. We need an accurate lunch count for our cooks.

Noon Hour Lunch Procedures

Lunchtimes for grade levels (approximate)

11:00 Pre-Kindergarten-Kindergarten-1st Grade-2nd Grade
11:40 3rd Grade-4th Grade-5th Grade

All children eat their lunch in the lunchroom. Everyone is expected to follow the same rules:

1. Be seated while eating - not wandering about from place to place.
2. EAT the food - no throwing or dropping it to the floor.
3. Speak quietly.
4. Clean up their own litter such as milk cartons, napkins, and bags.
5. Trays are stacked as directed by the kitchen personnel.

Behavior & Discipline Guidelines

St. Ansgar Elementary works very hard at modeling good values and morals. We expect students to do the same for others in the school and community. Our goal is to create an environment that allows students an equal opportunity to succeed and prosper, not only as learners, but also as individuals entering society. In order to fulfill this goal, we expect the students attending this elementary school to adhere to certain guidelines concerning discipline and responsibility. The basis for both of these ideals is respect. We expect students who are a part of our school, for whatever length of time, to remember and maintain this central theme.

SPARK

The elementary school has adopted the SPARK philosophy for maintaining behavior in our building. Below is the foundation for which SPARK was created:

--- SPARK ---

SAFE

- follow Line/Body Basics
- set good examples
- **THINK first**
- don't talk to or go with strangers
- take care of yourself
- report dangerous behavior

POSITIVE

- tell the truth
- listen to others
- give and accept compliments
- "I can" messages
- include others
- be polite
- learn the facts
- show you're sorry

ACCOUNTABLE

- responsible for self and others
- hand work in on time
- do work when it is assigned
- follow rules
- tell the truth
- be the "best you can be"

RESPECTFUL

- keep “good” secrets that friends tell you
- keep your promises
- treat others the way you WANT to be treated
- listen to others
- cooperate with others
- take care of property- yours and theirs

KIND

- allow people to get in front of you
- accept people where they are (give them time and space)
- accept explanations that some actions are accidents
- apologize and accept apology

Harassment Policy & Procedures

It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor or building administrator. Students may also contact the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Opportunity Commission of the Director of the Region VIII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

Procedures For Reporting Harassment:

School Administrators will inform the office of the Superintendent in writing of ALL harassment reports.

Step 1 Communicate to the harasser that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal that you trust.

Step 2 If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. Document exactly what happened and keep a copy for yourself and give a copy to the teacher, counselor, or principal.

- What happened
 - What you said/did
 - When it happened
 - How you felt
 - Where it happened
 - How harasser responded
 - Who harassed
 - Note exactly what was said
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3 If the behavior is repeated, go to a higher authority (i.e., Building Principal, Superintendent, and/or other appropriate agencies listed prior.)

Definitions Sexual Harassment

(Section A) Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, as set for in Section A, may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement, accompanied by implied
- or explicit threats concerning one's grades, job, etc...

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

1. Submission to such conduct is either explicitly or implicitly a term or condition of a person's employment or advancement or if a student's participation in school programs or activities.
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions effecting the employee or student.
3. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.

Harassment, as set for in Section B may include, but is not limited to the following:

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities directed at a student or employee.

**See St. Ansgar Community School District Board Policy
502.12 for more information**

Medical Forms/ Procedures

Enrollment Form and Health Survey

At registration time, parents are asked to fill out an enrollment, record, and health information form. This form provides us with information for emergencies and health history. Please keep the information on this sheet up to date, specifically medical emergencies/issues and phone numbers.

Dispensing and Administering Medication to Students

1. A student needing to use the medication must do so under the supervision of a school authority.
2. All medication will be administered in the school office by school nurse or secretary.
3. All medication must be kept in the school office. The only exception is EpiPens and inhalers with Dr.'s orders stating the student is allowed to self-carry. For field trips, events, or any other activity that takes students away from school, their medication will be packed and given to the classroom teacher attending the event.
4. A "**Medication Permission Form**" must be filled out **COMPLETELY** before any **prescription** medication can be given by school personnel.
5. Medication to be given in the school **must** have the following information
 - a. Child's full name
 - b. Name of drug and dosage
 - c. Route to be administered
 - d. Approximate time to be given
 - e. Physician's name/Signature

NOTE: A "Medication Permission Form" is *included* at the end of this handbook, is available in the school office, or by logging on the elementary website at www.st-ansgar.k12.ia.us, and hover over elementary and click on nurse.

**See St. Ansgar Community School District Board Policy 507.2
for more information**

Student Insurance

While it is each family's responsibility to carry insurance for their child, there is a NO-COST or LOW COST health care coverage available. It is: **HAWKI**

HEALTHY KIDS IN IOWA. Call 1-800-257-8563 or go to website www.hawk-i.org for details that may qualify your students.

Health Emergencies

All illnesses or injuries should be reported to the school office. Necessary first aid is given when the child is injured. Parents are contacted if additional treatment is needed or if the child is uncomfortable. If the injury is serious, 911 is called.

Children who become ill in school are sent home.

Children needing first aid should report to the classroom teacher or office. Staff is required to fill out accident forms for all injuries that require or might require a physician's care and for injuries that result in the loss of school time.

Iowa Immunization Law

MINIMUM IMMUNIZATIONS REQUIRED TO ENROLL IN SCHOOL:

1. One DPT.
2. One Polio.
3. One Measles/Rubella given after the age of 12 months.
4. One dose of Hepatitis B if born on or after July 1, 1994.
5. One dose of Varicella vaccine given after the age of 12 months if born on or after September 15, 1997, or reliable history of the disease.

SUMMARY OF REQUIREMENTS OF THE IOWA IMMUNIZATION LAW:

Diphtheria Tetanus Pertussis:

1. 5 doses with 1 dose received \geq 4 years of age if born on or after Sept. 15, 2003; or
2. 4 doses, with 1 dose received \geq 4 years of age if born after Sept. 15, 2000 but before Sept. 15 2003; or
3. 3 doses, with 1 dose received \geq 4 years of age if born on or before Sept. 15, 2000.
4. 1 time dose of tetanus/ diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.

Polio:

1. 4 doses with 1 dose received \geq 4 years of age if born after

Sept. 15, 2003; or
2. 3 doses with 1 dose received \geq 4 years of age if born on or before Sept. 15, 2003.

Measles Mumps Rubella:

2 doses. First dose received \geq 12 months of age, second dose no less than 28 days after the first dose.

Hepatitis B:

3 doses if born on or after July 1, 1994.

Varicella:

1. 2 doses received \geq 12 months of age if born on or after Sept. 15, 2003; or

2. 1 dose received \geq 12 months of age if born on or after Sept. 15, 1997 but before Sept. 15, 2003; or

3. a reliable history of natural disease.

http://www.idph.state.ia.us/adper/common/pdf/immunization/products/immunization_guide.pdf

Arriving to School Via Bus or Bicycle

Walkers and Bicycle Rider Safety Tips

Bicycles should be parked in the bicycle rack by the playground. Bicycles should remain in the rack until dismissal time. Bikers are urged to use the safest route and follow the rules of the road. Riding a bike is a privilege, and may be revoked if students are not following good, safe riding.

See St. Ansgar Community School District Board Policy 502.3 for more information

Picking Up and Dropping Off Students at School

Parents dropping off children in the morning are asked to use the south entrance. Parents picking up children at dismissal time are asked to use the doors at the south entrance of the building.

If your child is to leave school **before** dismissal time, please send a written note to the teacher. Parents are asked to come into the school office to pick up their child. Please use the south parking lot and the south entrance.

If your child is not to ride the bus home, or if the child is going to be picked up, please send a written note to the teacher. If the school does not receive proper notification and/or if we cannot reach the parent by phone, the child will be instructed to ride the bus home.

NO cars allowed in the circle drive on the north side of the building.

Bus Safety

Our school believes in teaching bus safety. Your child will learn about bus safety twice a year, as a reminder of how to act while riding the school bus.

Bus Policy: The student is responsible and accountable for what they say and what they do.

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Riding a bus is a privilege and not a right. Privileges may be removed at any time. Violation of behavior regulations on the bus will result in:

1st Violation: Driver will notify office and complete a discipline form given to the principal.

2nd Violation: Driver will complete a discipline report form and will meet with administration. Parents will be notified by the principal. Suspension from the bus could occur.

3rd Violation: Driver will meet with administration. Parents will be notified and suspension from riding the bus will occur.

Severe disturbance may go to step 2 and 3.

Bus Permits.

Students who need to ride a bus other than their assigned bus **MUST** have a parental note. Additionally, if a student is to go to a location other than home, or is to be picked up after school by someone other than a parent, the school must have a parental note or phone call.

Educational Services & AEA

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Jody Gray and can be reached at 713-4681. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Section 504- Notice of Non-Discrimination Policy

Students, parents, employees and others doing business with or performing services for the St. Ansgar Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the American's with Disabilities Act (ADA), 504 or Iowa Code; 280.3 is directed to contact the elementary principal.

**See St. Ansgar Community School District Board Policy 103
for more information on the above**

Guidance and Counseling Services

Group guidance sessions are held in grades K-5 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic-educational involvement, and career-vocational development. Call the guidance office for more information or for assistance.

AREA 267 Special Education Services www.aea267.k12.ia.us

Our school district is part of the Area 267 Education Agency in Clear Lake. We have the following Special education personnel in our building.

- Speech Clinician
- Hearing Clinician
- Social Worker
- Physical/Occupational Therapist
- Special Education Consultant

Teachers and/or parents may refer students to the AEA people for assistance through the **GEI** (General Education Intervention) **Process**. Before a student may begin work with any of the above staff, the school needs permission form the parents.

Summary of Parental Rights

Parents and children are granted a number of rights through rules and regulations applying to special education programs and services. As a parent you may request more detailed information from your school district or the special education division of the Area 267 Education Agency.

- you may review your child’s school records and have a copy made of them
- you may request an evaluation of your child at any time
- an evaluation of your child will not occur without your written consent
- you will be informed of the results of evaluations and the recommendations that come from them
- your child will not be placed in any special education programs without your knowledge
- you have the right to refuse both evaluations and special education placements

Special Education Plan

The reason St. Ansgar Community School District Developed Instructional Services Delivery System Plan is to outline a continuum of services available for helping children achieve high standards. All options need to be considered. Special education is one of the options. The decision whether or not to provide special education is a team decision. The prescription of special education may or may not be appropriate depending upon whether a student meets certain criteria that will entitle them to special education services. Failure to thrive in a general education environment is not, by itself, sufficient evidence of the need for special education. Data from a number of sources must be considered in making this decision. Baseline performance date, discrepancy analysis, outcome criteria, ongoing intervention design, and graphic representation of progress monitoring are essential elements in determining the next steps. *(This information is taken in part from the AEA Special Education Manual)*

St. Ansgar Elementary Staff



For email addresses, use the first letter of the staff members first name and their entire last name, followed by @st-ansgar.k12.ia.us (or go to the elementary webpage to find staff member's webpages, email, etc...)

(Example: Scott Cakerice: scakerice@st-ansgar.k12.ia.us)

Scott Cakerice
Joni DeMaris

Principal (PS-5)
Elementary Secretary

Sherris Hjelmeland	Pre-School	Kelli Hemann	Pre-Kindergarten
Lori Haaland	Kindergarten	Brandi Meier	Kindergarten
Katie Nielsen	First Grade	Jennifer Phillips	First Grade
Hayley Drewelow	Second Grade	Lisa Kruse	Second Grade
Bryan Mayer	Third Grade	Kelly Patterson	Third Grade
Kelly Popp	Fourth Grade	Sheila Schulz	Fourth Grade
Lynn Brigham	Fifth Grade	Jenna Jackson	Fifth Grade
Eric Kline	P.E. (PK-5)	Shannon Belz	Special Education
Lorie Hoeft	Special Education	Kim Brackey	Guidance
Amy Powers	Title 1	Marena Henkel	K-2 Music
Colin Zidlicky	3-5 Music	Jenny Nielsen	Library
Jennifer Hillman	Para-Educator	Angie Mlenar	Para-Educator
Renee Horgen	Para-Educator	Linda Kruse	Para-Educator
Amy May	Para-Educator	Melissa Reams	Para-Educator
Lesla Smith	Para-Educator	Pam Williams	Para-Educator
Teri Bishop	Para-Educator	Tiffany Goergen	Para-Educator

St. Ansgar Community Schools

K-12
206 East 8th Street
St. Ansgar, IA 50472

MEDICATION PERMISSION FORM

STUDENT'S NAME: _____ GRADE: _____

MEDICATION: _____

DATE TO BEGIN: _____ DATE TO END: _____

DOSAGE: _____

ROUTE: oral, eye drops, nose drops, inhaler, injection, other _____

AMOUNT TO BE GIVEN: _____

TIME TO BE GIVEN: _____

ILLNESS OR CONDITION REQUIRING MEDICATION:

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original labeled container, either as dispensed or in the manufacturer's

PARENT SIGNATURE: _____ DATE: _____