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WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT

Strategic Plan
2007 – 2012
VISION
Success for All
MISSION
Develop life-long learners and responsible citizens.
CORE VALUES
Visionary Leadership Teamwork District Unity Data Driven Decision Making Customer Satisfaction Continuous Improvement
GOALS
<ul style="list-style-type: none">• Improve student performance in literacy, math, science, social studies, and twenty-first century skills.• Provide a safe environment that supports student social, emotional, and behavioral development.• Ensure a high performing staff that utilizes exemplary professional practices.• Provide equitable and adequate resources while operating with fiscal integrity.• Increase community support for student learning.
GUIDING PHILOSOPHY
Better Every Day

ATTENDANCE

Students are expected to be at school except in case of illness or emergency. In the event your child will be absent from school for any reason, please call the office before 8:30 am. School attendance is very important. The State requires 148 days per year – 37 days per quarter.

Bernard Elementary	879-3190
Cascade Elementary	852-3335
Drexler Elementary	744-3371
Dyersville Elementary	875-8484
Epworth Elementary	876-5514
Peosta Elementary	588-9010

ABSENTEE ASSIGNMENTS

Students are required to make up assignments missed. For extended absences work may be sent home with another student as determined by the classroom teacher. When students or parents are picking up homework for another student, the teacher should be notified in the morning so it will be ready at the close of the school day.

ANTI-BULLYING/HARASSMENT

This policy addresses harassment and bullying of the following people, and by the following people: students, employees, and volunteers.

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

ANTI-BULLYING/HARASSMENT POLICY- electronic

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

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

- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The *Building Principal or designee* will be responsible for handling all complaints by students alleging bullying or harassment. The *Building Principal or designee* will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies as needed. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's web site,
- And a copy shall be made to any person at the central administrative office at 310 4th St. SW, PO Box 68, Farley, IA 52046.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
42 U.S.C. §§ 12001 *et. seq.* (2004).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9; 280.3 (2007).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007).

Cross References: 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

Approved: August 13, 2007

Reviewed:

Revised: June 9, 2008

BUS

Drivers will be contacting parents of students riding the bus about a week before school begins to let parents know what time their child will be picked up and returned.

Students riding the bus are expected to conduct themselves in an acceptable manner. Misbehavior will be reported and will result in a conference with the Transportation Director. If the problem persists, it will lead to a parent conference and possible suspension of riding privileges.

Students may not bring guests on the bus due to safety and security concerns. Please see Transportation Handbook.

CHILD CUSTODY

In most cases, when parents are divorced, both the mother and father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like custody or visitation, the office must have a copy of this court order. If we don't have a court order we assume both parents have equal rights to pick up children at school and all other contact situations.

CLASS PARTIES

Classes may have room parties to celebrate various activities such as the end of a quarter or semester. If a parent wishes, for personal or religious reasons, he or she may elect to have the child excused from any party and an alternative activity will be provided. When sending treats, please consult the district Wellness Policy regarding appropriate treats that follow established nutritional guidelines. **No homemade treats will be allowed and all treats should be individually wrapped.** Please do not send gum as party treats to avoid possible carpet damages. If students have a party outside of school and they don't invite their entire class, please mail these invitations. This will avoid hurt feelings at school.

CLASSROOM INTERRUPTIONS

On occasions it may be necessary to bring articles to school for your child. Please leave them in the office for your child to pick up. Only in emergencies should the intercom interrupt the classrooms. Parents are asked to call ahead of time if they plan to visit the classroom. Upon arrival, please sign in at the office.

COMMEMORATIVE BOOK PROGRAM

The Commemorative Book Program initiated in 1993 offers patrons the opportunity to purchase books for our district libraries to honor a special event or to enhance the present collection. Opportunities include:

- honor or awards bestowed
- celebration of birthday or anniversary
- in memory of a loved one
- to show support for reading
- to honor achievement by group, class, club

Contact the school if you would like a list of good books when making a purchase. A sticker will be placed in the book to designate it as a commemorative book.

DAILY TIME SCHEDULE

School	Teacher Arrival	Breakfast	Instructional Day	Dismissal	1 hr early out	2 hr early out	3 hour early out	1 hr late arrival	2 hr late arrival
Bernard Elementary	8:05 AM	7:50-8:20	8:20-3:15	3:15	2:15	1:15	12:15	9:20	10:20
Cascade Elementary	7:45 AM	7:50-8:15	8:20-3:00	3:00	2:00	1:00	12:00	9:20	10:20
Farley Elementary	8:00 AM	7:55-8:20	8:15-3:15	3:10	2:15	1:15	12:15	9:15	10:15
Dyersville Elementary	7:45 AM	7:45-8:10	8:10-2:55	3:00	2:00	1:00	12:00	9:15	10:15
Epworth Elementary	8:00 AM	7:50-8:10	8:25-3:05	3:05	2:05	1:05	12:05	9:25	10:25
Peosta Elementary	7:45 AM	7:50-8:10	8:15-3:00	3:00	2:00	1:00	12:00	9:15	10:15

The school operates on a Monday through Friday schedule. For the K-6 students, this means that they have music, art and physical education in a 5 or 6 day occurrence cycle.

If parents bring their child they should arrive between 7:50-8:15 am. Teachers are often in meetings previous to that time or are involved in lesson preparations for the day. Buses take priority in front of the school during arrival and departure times. Please do not park anywhere directly in front of school at those times.

A note or phone call to the office is necessary if there is a change in your child's normal dismissal routine.

DISMISSAL AT THE END OF THE DAY

We request that all families follow dismissal procedures.

DISMISSAL DURING THE DAY

To increase the safety of our students when they are dismissed during the day, you should send a written request to the school stating the time when the child should be dismissed and who is picking up the child. At the time you or your designee are picking the child up you should report to the office and sign the child out. ***Students will not be called to the office until the parent/guardian arrives.*** The secretary will then notify the classroom teacher and the student will be sent to the office. Please do not go directly to the classroom to pick up the child. If the office personnel are not familiar with who is picking up the child, the office staff will request identification. These procedures are in place to secure the safety of all children in our school.

DAMAGED OR STOLEN SCHOOL PROPERTY

Parents or guardians shall be responsible for the willful damage to the school building, furniture, grounds, textbooks, or other property of the school caused by the students. The damage/theft will be assessed by the principal at the replacement cost.

DRESS CODE

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, mall, park or your neighborhood but are not appropriate for school. Our intention is not to become “fashion police”, but to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Students can not wear clothing advertising or promoting items illegal for use by minors (i.e. Monograms or writing referring to drugs, alcohol, sexual or racial references or swearing). Students can't wear shoes with cleats in the building, half shirts, halter-tops or short shorts. Students should not wear any type of open shoes on the playground equipment or in wood chip areas. (This is a safety concern.)

Students should think ahead for the kind of weather it is going to be at recess and on the way home. Wear warm clothing, boots, warm coats, hats and mittens when the weather is cold. If students forget to wear boots, they may not be able to play where they could get their feet wet.

Parents are asked to label younger children's personal belongings such as tennis shoes, boots, mittens, etc., in order to avoid loss or mix-ups. This will allow misplaced items to be returned to the student.

During physical education class, students are expected to wear tennis shoes and clothing that allows for freedom of play. Students are encouraged to leave a pair of tennis shoes in their lockers at school for use during P.E. class.

FIELD TRIPS

Field trips are an extension of the students' learning experiences. This year parents/guardians will be asked to sign one permission form allowing your child to attend all school field trips with his/her class during the school year. Prior to each event, classroom teachers will inform parents of upcoming field trips.

FOOD SERVICE

All accounts are set up as “Family Accounts” this means that each family has an account that contains each student attending one of the Western Dubuque Schools. The negative balance policy will be set up on a per-student basis.

Students may charge any combination of meals up to a negative balance of \$5.00 per student. In a family with 1 student, the limit is \$5.00, 3 students is \$15.00 and so on. Once this limit has been reached, each student will be given a sandwich (either peanut butter & jelly or cheese) and milk for lunch or toast and milk for breakfast. This lunch or breakfast will not be charged to the student’s account.

If negative, students that qualify for free meals will be allowed one breakfast and one lunch per day only and will not be allowed to make any additional purchases. Students **MUST** have funds available in their account to purchase a second meal, extra items or ala carte.

Deposits brought to school are usually not recorded the same day. We suggest that you pay in advance or pay online so funds are available. If the check is given directly to the cashier in one building, other buildings will not know immediately the payment has been made. All payments will first be applied to any outstanding negative balance on the account. Students are notified verbally when their account falls below a positive balance of \$5.00.

Visitors are welcome to enjoy lunch with his/her children; however, we encourage you to put additional funds in the account to cover these charges. District staff that wish to use their meal account, may charge any combination of meals up to a negative balance of \$6.00. Once this balance is reached, payment must be made before additional charges will be allowed.

If you have an email address and wish to be notified when your account balance is low, make sure we have your current email address on file. All account information, including student activity, online payments and low balance notifications are available online at <http://www.lunch.w-dubuque.k12.ia.us>. If you need account information or assistance, please call the Food Service office at (563)744-3885.

Lynne McDermott, Food Service Secretary – ext. 6040 lynne.mcdermott@w-dubuque.k12.ia.us, Sherry Kaiser, Food Service Director – ext. 6041 sherry.kaiser@w-dubuque.k12.ia.us We are available to help with any questions or concerns you may have.

HEALTH

BLOOD PRESSURE

Blood pressure screenings will be performed one time in the elementary grades, with appropriate follow-up.

COMMUNICABLE DISEASE

Please report all communicable diseases to the school nurse as soon as it is diagnosed. Be sure your child is fully recovered before returning to school.

DENTAL CARE

Proof of a dental appointment will be required for each student entering Kindergarten at the start of the 2008-09 school year. Appointments should be made yearly with your dentist so that any necessary dental work can be done. Good dental care is important to a child's health. The students may be excused for dental appointments. However, we encourage you to schedule their appointment during the summer or on teacher in-service days according to your school



MEDICATION POLICY

Our school follows guidelines set forth by the District Medication Policy 507.2 and the Department of Education. Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secured area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. According to Iowa Code 280.16, these students may possess and self-administer the required medication if:

- The student's parent or guardian provides the school with written authorization for the self-administration of medication.
- The parent/guardian must also provide to the school a written statement from the student's physician containing the following:
 1. The name and purpose of the medication
 2. The prescribed dosage.
 3. The times or the special circumstances under which the medication is to be administered
 - The permission for self-administration is good for one year and must be renewed yearly.
 - If the student misuses the privilege, the privilege may be withdrawn.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container which is labeled by the

pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including; the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

A limited selection of over-the-counter medications will be available and administered as needed for students in PreK-12 grades based on student self-assessment. Students who request over-the-counter medication must have a written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in PreK-6 grades. Consent forms will be sent home to parents/guardians at the start of each school year. An administration log of over-the-counter medication will be maintained at each school.

LEAD TESTING

Effective the 2008-2009 school year all students entering Kindergarten will be required to have a blood lead test. Parents do NOT have to bring copies of blood lead test results when they enroll their children. Within 60 days of the start of school, the state health department will ask the school to send a spreadsheet or electronic file that contains a list of students (name, address, date of birth) of Kindergarten students. The results of all blood lead testing is reported at the state level, so they will match the list from school with their database and let school personnel know who has NOT been tested. We will then work with parents/guardians, local public health, and local providers, to complete the required testing.

HEALTH CONCERNS

The following is helpful information for parents concerning health matters:

Accidents/Emergencies: Parents/guardians are asked to provide the school with home and work phone numbers, as well as another emergency number, which could be used in case of an accident or emergency. Please include cell phone numbers for both parents, if applicable.

Parents will be notified of any injury in need of immediate medical care as soon as possible. If we are unable to contact parents, we will notify the person listed as the emergency contact.

Please remember to keep us informed of any changes throughout the school year to facilitate this communication.

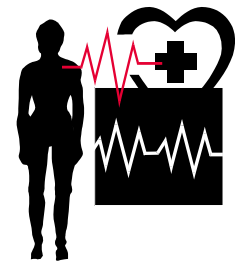
AIDS: Western Dubuque Community School policy on Staff or Students who contact AIDS is contained in the School Policies #403.3 and #507.3. If you need any specific information on this, please contact the Superintendent.

HEALTH CURRICULUM

As required by State Law, schools must provide you with the health topics that will be covered at most grade levels. They are: Nutrition, Dental Health, Safety and Survival Skills, Human Growth and Development, Consumer and Community Health, Human Sexuality, Environmental Health, Personal Health Care, Substance Use and Non-Use, Prevention and Control of Disease, and Emotional and Social Health.

If you wish to inspect any health materials prior to their use in your child's classroom, please contact the principal's office to arrange a scheduled time when you can look at them. The law also states "a pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files with the appropriate principal a written request that the pupil be excused from the instruction." If, after a parent has inspected the curriculum, they want their child excused from certain parts of the program, forms to make this request are available in the principal's office.

There are many concerns in today's society about health and safety, particularly as it pertains to the future health and safety of our children. We recognize the important roles of you, as parent, in this challenge. It is our hope that we can assist you in meeting that challenge so that our children can realize a healthy and safe future.



HEIGHTS AND WEIGHTS

A minimum of once per year heights and weights will be checked on all K, 1, 2, and 3 grade students. Other students may be done by request of the parent, teacher, physician or as deemed necessary by the school nurse. This information will be recorded on the student's health file and any significant changes from previous recordings will be followed. In addition, we will also start doing Body Mass Index (BMI) calculations on one elementary grade level.

If you do NOT want your child to be screened at school, it is your responsibility to notify the school nurse or principal in writing before the screenings take place. If we do not hear from you, this is considered your consent for participation.

HEARING SCREENING/SPEECH THERAPY

The goal of hearing screening is to detect any hearing losses that can interfere with academic success. Keystone Area Education Agency (AEA) personnel will do screenings on students in grades PreK 5 year olds, K, 1, 2 and 7 as well as students with known hearing losses, Special Education Level 2 and Level 3 and new students enrolled in our district. Any student may also be referred for a hearing screening any time during the school or if it appears they may be having hearing difficulty.

IMMUNIZATIONS

Children are required by law to have the necessary immunizations before school entrance. Proof of immunizations are required the first day of school. We ask that throughout the child's life, he/she will continue to have the necessary booster, please notify the school of the month, day, and year of the shot so we can keep their record up to date.

MEDICATION POLICY

OVER-THE-COUNTER MEDICATION PERMISSION FORM

Grades PreK-6

The following over-the-counter medications will be available to students in grades PreK-6 with prior written approval from the parent/guardian. Signature on the bottom of this form is my yearly authorization to give my child these medications. Written approval from parent/guardian must be provided annually.

Please check the medication(s) your son/daughter may receive for minor health problems. These medication(s) will be given following the District's written protocol. No medication will be administered without prior verbal consent of the parent/guardian to discuss dosing, allergies, or other underlying health concerns.

School year: 20 - 20

School building: _____

Student's name: _____ Grade: _____

I give permission for _____ to receive the
(student name)

medication(s) checked below, according to the protocols of the school nurse.
Generic forms of the medications may be used.

- Acetaminophen (e.g. Tylenol)
- Ibuprofen (e.g. Advil, Motrin)
- Lozenges (Cough drops)
- Hydrocortisone cream (Itch-relief)

Please list all known allergies (medication or other): _____

Parent/Guardian signature

Date

VISION SCREENING

This is done to find students who might benefit from a professional examination. Students may also be screened on referral by teacher, parent, or student. This does not necessarily mean that glasses will be needed, but that further examination is recommended. A color test is given to every first and second grader. Color vision does not change; so one test is all that is necessary.

PARENT CONTACT REGARDING HEALTH ISSUES

Periodically parents question what criteria are used to notify parents that their child was in the health office during the course of the school day. As most of you are aware, we do not have full-time coverage in the health office. Not every child that comes to the health office is seen by the school nurse and students often come to the health office to rest with minor headaches, stomachaches and to take ice packs for bumps and bruises. When it is apparent a child has a significant health problem, every attempt will be made to contact a parent/guardian but you will not be called each time your child is in the health office.

A significant health problem would include the following situations:

- *A child who is vomiting*
- *A child with recurrent diarrhea stools*
- *A child with a fever 101 or higher*
- *A child with difficulty breathing*
- *A child sustaining an injury or other illness that may require medical attention*
- *A child with a health concern that does not allow them to perform in the classroom similar to their peers per teacher report*
- *Parent will always be contacted before administering any over-the-counter medications as per school policy*

With spring weather and (hopefully) warm temperatures approaching, students will be playing outside during recess and physical education classes and we encourage students to engage in all types of activities. Exercise and a break from class have been proven of benefit for children in many ways both physically and mentally. Similar to outdoor play at home, students here also experience minor bumps, bruises, and scrapes while playing and parents will not be notified of every incident. In most cases we will try our best to contact you if your child experiences a significant bump on the head or face. In the event your child has special health care considerations, this will be taken into account and staff will be instructed on proper procedure via a written Healthcare Plan.

Please understand that with the number of students visiting the health office in a given day it is impossible to contact every parent and may cause problems for some to be repeatedly contacted while at work. We also have non-medical personnel working with students who can not be expected to make medical decisions so often it is a judgment call.

The health and safety of our students here at school is our primary concern and we will do everything possible to keep this a priority in our schools. Together

we will continue to work to make Drexler Schools a healthy and safe learning environment for all. Feel free to contact me if you have any questions.

HOME/SCHOOL COMMUNICATIONS

Frequently you will receive written communications from school. Important dates and events will be included so you may be informed concerning our school programs and planned activities. Ask your child each day about his/her school day and if he/she has any notes for you. We will communicate with you using the following: report cards, parent conferences, newsletters, telephone, and written communications. We encourage and appreciate your responses.

HOMELESS CHILDREN

The Western Dubuque Community School District strives to provide appropriate and successful services for the education of homeless children.

Chapter 22 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Tina Brestrup, the District’s liaison for homeless children and youth, at 563-744-3885 x 6010 or tina.brestrup@w-dubuque.k12.ia.us.

NON-DISCRIMINATION POLICY

The policies of the Western Dubuque County Community School District shall provide educational programs, activities, and employment practices which do not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, socioeconomic status, physical or mental ability or disability. The Western Dubuque County Community School District is an Equal Employment Opportunity/Affirmative Action employer.

Any person having inquiries about this statement, please contact Tina Brestrup, Equity Coordinator, 563-744-3885 x 6010, or tina.brestrup@w-dubuque.k12.ia.us

NOTIFICATION OF GENERAL EDUCATION INTERVENTIONS

The Western Dubuque County Community School District uses a problem-solving model to address student concerns. Problem solving is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the problem solving process, school personnel including special education staff and Keystone special education personnel may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

PARKING

Parents are asked not to park in front of the building at any given time. This is a NO parking zone. Parking in front of the school entrance will interfere with traffic flow and can be a safety concern.

PHYSICAL EDUCATION

Physical Education is a required class for all students. Their regular participation is expected. All students should have tennis shoes for P.E. and wear appropriate clothing. Students are encouraged to have an extra pair of tennis shoes in their locker for use during P.E.

Students who are under a doctor's care should request a written excuse from their doctor to be given to the school nurse or the principal's office.

When students experience an illness/injury but are not under a doctor's care, they may be excused from physical education class if they receive a school nurse's medical excuse. If this situation persists and a doctor is still not involved for whatever reason, a Student Assistance Team (SAT) meeting will be called to determine further intervention needs.

An excuse for medical reasons given by a doctor or the school nurse permits that student to be excused from classes requiring physical activity. Students may be required to complete teacher assigned class work.

RECESS

All students are expected to participate in outdoor recess activities. The only exception would be a health/injury documented by a physician. Please be sure your child dresses appropriately for outdoor play. Boots are required when snow is on the ground.

SCHOOL CANCELLATIONS/DELAYS

School cancellations and delays are broadcast on local radio and television stations:

FM	AM	TV
KAT 92.9	KCRG 1600	KCRG
KMAQ 95.3	WMT 600	KGAN
WJOD 103.3	KOEL 950	KWWL
KLYV 105	WDBQ 1490	
KIX 106	KDTH 1290	
KFMW 108	KLEH 1290	
KDST 99.3	KADR 1400	



SCHOOL TELEPHONES

Student use of school phones will be limited to emergencies.

SCHOOL VISITATION

Parents are welcome and encouraged to visit school. A day's notice is appreciated. **Visitors must report to the office to sign in.** A visitors badge may be worn for proper identification.

SECLUSION & RESTRAINT

State law (Chapter 103) forbids school employees from using corporal punishment against any student. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also limits school employees’ abilities to restrain or confine and detain any student. If a child is restrained or confined or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

STUDENT EXPECTATIONS

Effective school-wide discipline is essential for quality education. As educators, we believe “to discipline” is “to teach” so that all children will learn to become caring and productive citizens. We have a school-wide behavioral plan that all employees follow. A large part of our plan focuses on prevention and problem solving. Occasionally, some students will require intensive behavioral interventions.

STUDENT FEES

Elementary student book fee is an annual fee. Please make check payable to Western Dubuque Schools. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

INTERNET PAYMENT OF SCHOOL FEES

Please be advised that you may now pay for your various student fees via the Internet with a charge card (Mastercard, Visa, etc.) or E-check (direct withdrawal from your bank account). The service has been operational for Western Dubuque parents paying for their student's lunch fees. Following these steps can access the payment service:

Step 1 – Log on to the Western Dubuque School District website:

<http://www.w-dubuque.k12.ia.us>

Step 2 – Click on the Online Payment Processing icon.

Step 3 – Click on the Available Items-PaySchools.com icon.

Step 4 – Under ‘Select a Category’, click on the fee that you want to pay.

Two options will come up – FULL RATE or REDUCED RATE. Please click

‘Add to Cart’ for the option that reflects your status.

The first time you access the *PaySchools.com* system, you will be asked to create a username and password for their software. We suggest that you use the same username and password that you may have from our lunch program (*School Dining System*). After your login, simply select the item(s) you wish to purchase then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit card, enter the account number and expiration date for your VISA, MasterCard or Discover credit card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. *PaySchools.com* uses Secure Sockets Layer (SSL) software, requires passwords throughout the program, and does not store personal bank or credit card information to ensure privacy and security for users. If you have any questions or need assistance please call (563)744-3129.

STUDENT FEE COLLECTION

1. Each building principal shall provide the business office a listing of unpaid fees within five days of their due date. The list shall contain the students name, specific fee amount owed and the parent or guardians name and address.

<u>Fee</u>	<u>Due Date</u>
Textbooks	2nd Monday in September
Transportation Fees	10 days after activity begins
Late Run Fees	Prior to riding late run

2. The District business office shall send a formal invoice to the parents requesting payment for the unpaid fee within 30 days of the invoice date. The invoice shall include a notice that the unpaid amount will be turned over to Small Claims Court if not paid in full or other satisfactory payment arrangements have been agreed to between the parent and District business office.

3. If the District receives no payment within the specified time period, the District business office shall immediately file the claim with the Small Claims Court.
4. The following collection policy shall be used:
 - A. The District business office shall send an invoice to parents or guardians of students requesting payment within 30 days of the invoice date for all unpaid fees.
 - B. After the 30-day period all remaining unpaid amounts shall be submitted to Small Claims Court.
 - C. Second semester fees will be due within 30 days after the fee is incurred. Unpaid amounts shall be invoiced to the parents and submitted to Small Claims Court if they remain unpaid.

STUDENT PICTURES

All students will have the opportunity to have their pictures taken early in the fall and again in the spring. Payment for fall pictures must be in advance, while payment for spring pictures is after you view them. Notification of the day pictures will be taken; along with price lists will be given to parents and students well in advance.

If you do not want your child photographed for the paper or our web page please notify the office in writing.

STUDENT PROGRESS

Report cards will be completed and sent home at the end of the 2nd and 4th quarters only for PK-5, 6th grade students receive quarterly report cards. Student progress will be shared and discussed with parents at the end of the first and third quarters during Parent-Teacher Conferences. Parents or teachers may request additional conferences whenever they feel a need. **If a parent wishes to speak with the teacher privately at anytime, please call her/him to set up an additional conference.**

STUDENT RECORDS

Parents have the right to:

1. Inspect and review their child's educational records.
2. Request an amendment of the educational records.
3. Consent to disclosure of personally identifiable information in the educational records.

4. Obtain a copy of the district's record policy by contacting the principal's office.
5. Withdraw a student's directory information from general release. This request must be submitted in writing to the building principal.
6. File a complaint with the U.S. Department of Education regarding alleged noncompliance with the law.

STUDENT RECORDS (RELEASE)

Parents have access to their child's permanent and cumulative records. If parents are divorced, we will provide equal access for each parent to student information when requested unless we have a copy of a court order on file, which limits the rights of one of the parents.

Certified school staff, clerical personnel responsible for the custody and keeping of the records, and certified staff of Keystone AEA who have legitimate educational interest will have access to student records. Other persons must have parent permission to view or copy student records.

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

- Name
- Telephone number listing
- Date and place of birth
- Dates of attendance
- Most recent previous school or institution attended by student

Any student, parent or guardian not wanting this information released to the public must make objections in writing to the principal or other persons in charge of the school in which the student is attending. It is desirable to renew this objection at the beginning of each school year. Copies of report cards or other records may be released to the home district of an open-enrolled student if it's requested. If your child transfers from the Western Dubuque School District, cumulative reports will be sent to the enrolling school upon a receipt of a request from that institution.

VALUABLES

Each student may be provided a locker. Students are discouraged from bringing money or valuables to school. The school will not assume the responsibility for loss, theft, or damage to such items. If a child is to bring an article/item from home the teacher will notify you.

WEAPONS POLICY

School Board Policy #502.6 prohibits students from bringing weapons or other dangerous objects to school. Such weapons and/or dangerous objects shall be taken from students and others who bring them onto school property. Parents of students who violate this policy shall be notified of the incident. Although toy weapons may not be harmful, they too, are not to be brought to school.