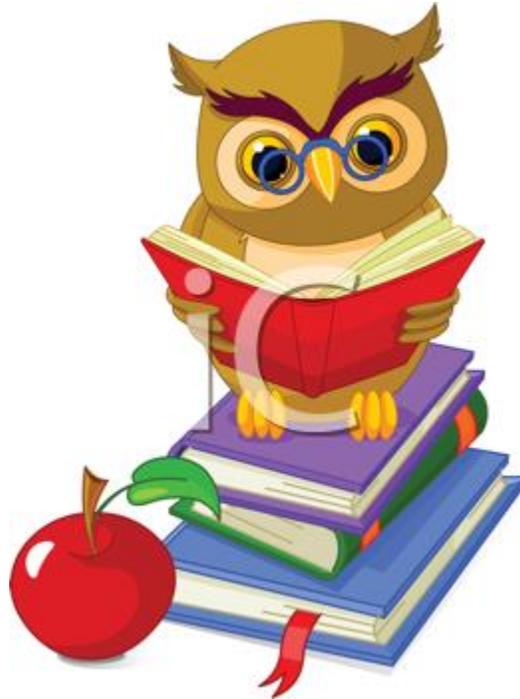


WEST FORK ELEMENTARY



WEST FORK ELEMENTARY - SHEFFIELD
CAMPUS

K-1

2015-2016 Student/Parent Information & Handbook

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504 Park Street
Box 617
Sheffield, IA 50475

**WEST FORK ELEMENTARY
SHEFFIELD**

Phone: (641) 892-4160

ELEMENTARY STAFF

Superintendent	Darrin Strike	
Elementary Principal	Randy Bushbaum	
Elementary Building Secretary	Shelley Sheppard	
Business Manager/Board Secretary	Lacey Weier	
3 year old Preschool	Andrea Engh	
4 year old Preschool	Andrea Engh	Ashley Haxton
Pre-K	Kari Wooldridge	
Kindergarten	Dianna Ditsworth	Rebecca Chyle
Kindergarten	Kristen Determan	
First Grade	Amber Bushbaum	Krista Dickman
Resource Room	Gabrielle Ginther	
Title I/Reading Recovery	Carol Stock	Jill Rowe
TAG	Linda Wolff	
Art	Lucy McLennan	
P.E.	Jack Amble	
Music	Shelby Wilson	
Guidance Counselor	Jennifer Knudson	
Media Specialist	Wendy Lamos	
School Nurse	Shelley Sheppard	
Elementary Paras	Mary Smit Katy Lubkeman Melissa Lambertsen Julie Meester Pam Meints	Rhonda Guerrero Lindsay Mayland Kaci Harper Rhonda Younge Deb Behr
Custodians	Stacey Jones	Ross Seidel
Head Cook	Vera Campbell	
Cooks	Kathy Miller Deb Behr	Mary Ellen Sprung
Bus Drivers	Jack Amble Dick McMahon Stacey Jones	Dee Lauffer Mike Nuehring Donna Siems

EDUCATIONAL PHILOSOPHY

The Board of Education believes the West Fork Community School District should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the district's ability to furnish financial support.

The focus of the West Fork School District is on the learner, the student. His or her educational, physical, emotional, mental and social development presents a challenge to school personnel and the community. The Board of Education realizes that an effective public school program must be directed toward common needs of all children, but must also consider the unique differences of individual children. The school shares with the home and community the responsibility for the development of each child into an adult; one who has prepared to be competent, to participate fully, to learn continually, and to contribute meaningfully to the world in relationship to his or her abilities.

We believe the highest priority of the West Fork School District is to provide academic instruction. We should seek to provide students with an understanding of the global nature of society and the interdependence of the world's people. We believe our district must help our students understand themselves and their abilities. We must insure equal opportunities regardless of student abilities and/or social or economic background. We believe learning happens best in a structured environment, which makes allowances for individual differences. We believe attention should be given to higher order thinking and communication skills. Learning activities should be organized around life experiences in ways that will develop students' abilities in many areas. West Fork instructional experiences should be based on thorough curriculum guides and textbooks where appropriate. At West Fork Schools, we believe a balanced pupil activity program is an important component of a well-rounded educational program.

West Fork Board of Education

West Fork Elementary School-Sheffield

Dear Parents and Students,

On behalf of the West Fork Elementary School-Sheffield, I would like to welcome you to the 2015-2016 school year! It is our goal to provide each child with the highest quality education. We want to work with you to make your child's educational experience as positive and rewarding as possible.

This handbook is provided as an aid to help you better understand your child's school. It will provide information about the rules and procedures used in the operation of West Fork Elementary School-Sheffield. While this handbook does not contain everything necessary for you to become fully informed about your school, we hope it will initially provide you with some helpful information. Our hope is that each parent and student will become acquainted with the contents of the handbook.

I am looking forward to getting the school year started and bringing in our next generation of Warhawks. I am always excited to begin a new year and see all the new faces in our elementary classrooms. The young students bring so much energy into our building.

Please feel free to call if you have any questions or concerns.

Sincerely,

Randy Bushbaum
Elementary Principal

Non-Discrimination

It is the policy of the West Fork School District to not illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. 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, Wendy Fullerton, West Fork CSD, 210 S. 2nd St., Rockwell, IA 50469, 641-892-4160, wendy.fullerton@westforkschool.org

Absences and Attendance

Regular attendance is required by state and federal laws, and is an important factor in a student's education. If it is necessary for your child to be absent, please call the school before 9:00 a.m. (892-4160). The school secretary will call the home of every student who is not present during the first period of the school day, unless a telephone call or note has been received.

When a child returns after an absence, he/she needs to bring a note to the homeroom teacher, stating the reason for absence and dated and signed by the parent. (If an absence is anticipated, please notify the teacher or principal so the teacher can help the student plan for the absence) If the absence is due to illness, we request you tell us the type of illness. We also require a doctor's note to explain prolonged or frequent absences.

Illness in children can occasionally be hard to assess, and decisions whether to send your child to school are sometimes difficult. If the following conditions occur, your child should be kept home.

- Oral temperature of 100 degrees or higher within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Earache lasting more than one day
- Persistent cough, croup, chest congestion, or sore throat
- Labored, painful breathing
- Reddened, mattering or crusty eyes
- Moist, draining lesions on the lips or skin
- Undiagnosed rash

If your child goes home sick during the day, he/she must stay home 24 hours before returning to school.

Determining if Absent or Tardy

Morning:

If a student comes in before 9:30 a.m. they are counted tardy.

If a student comes in after 9:30 a.m. they are counted as absent for one-half day.

If a student goes home before 10:00 a.m. they are counted absent for the day.

Afternoon:

If a student leaves before 1:30 p.m. they will be counted absent for one-half day.

Known Absences

West Fork Schools provide adequate vacation periods throughout the school year and summer, however, if it is an absolute necessity your child/children miss a day or must accompany the family for an extended period of time, school work missed for that known absence must be made up ahead of time. The only exception to this policy will be at the discretion of the teacher; it may be necessary that the student make up some work when they return. (This is at the teacher's discretion, not the student or parent.) The school must be notified of any known absences as soon as possible so arrangements can be made for makeup work to be completed. Under no circumstances will any makeup work extend past a time limit determined by the principal. Generally speaking, that limit will be one day for each day absent.

Bus Procedures

All students will observe proper bus behavior. Students should understand that loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the driver's instructions and refusing to remain seated are violations of proper conduct on the bus and may result in the loss of bus riding privileges.

Students who are regular bus riders who do not plan to ride on a particular day should inform the bus driver ahead of time.

If it is necessary for a student to ride a bus other than the one assigned, he/she must bring a dated, signed note from a parent requesting the change. This is regardless of whether the student is a regular bus rider or one who usually walks to school. This note should be shown to the teacher, and will then be given to the bus driver.

If a child is to leave school by means other than his/her regular arrangements, it is necessary to send a dated, signed note. This is important to ensure teachers know whether to put the child on the regular bus, allow him/her to walk home or to keep him/her at school to be picked up by the parent or other designated person.

Bicycles

Bicycles may be ridden to school but must immediately be parked in the bicycle racks and not ridden again until school is out for the day. There is a likelihood of injury to students when bicycles are ridden indiscriminately on either the sidewalk or playground.

Candy and Gum

Candy and gum are not to be brought to school for use during the day, unless the child is celebrating a birthday or other special occasions, as permitted by the teacher.

Change of Address

It is very important you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

Please notify the school in advance of a planned move from the West Fork School District so proper arrangements can be made.

Conferences and Evaluations

Conferences are scheduled for all parents at the end of the first quarter and middle of the third quarter. These dates will be specified on the school calendar. One conference time per student will be allowed at the fall and spring conferences. Teachers and parents are encouraged to request additional conferences at any time when there are questions about a child's progress in school. In addition to conferences, parents receive report cards four times a year at nine-week intervals.

Discipline

Effective discipline is necessary for quality education. Our goal at West Fork Elementary-Sheffield is to meet the needs of each individual student. In order to do this, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is the administrator of classroom discipline; therefore, minor disciplinary offenses are the responsibility and the obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher. It is the teacher's role to guide and direct the classroom. It is expected parents will support and cooperate with the classroom teacher. Parents are also asked to call the teacher or principal when unusual or temporary home conditions may be particular upsetting to students. This may help to facilitate our understanding of behavior problems that may arise.

Drills

Fire drills and tornado drills are held regularly during the year, according to Iowa Code. Two fire drills and two tornado drills are held each semester.

Early Dismissal From School

When parents wish to have a child leave school before the regular dismissal time, they may come to the school secretary's office for their child, or notify the school by note or phone requesting early dismissal. Early dismissals are not permitted for piano, dance or music lessons, haircuts, etc.; only for medical or dental appointments or other necessary emergency appointments. School is dismissed for the day at 3:15 P.M.

A student who becomes ill at school will be dismissed through the school office, after parents or emergency contacts have been notified. No students are to call home unless given permission by a teacher or other staff member.

Under no circumstance is a student to leave the building without a parent or other authorized adult. Signing a child in/out in the Elementary Office when you pick up and drop off your child is required. Students will use the south door when leaving or returning from medical or dental appointments.

Facts

When you have questions or want facts, please call the school. We will be glad to answer your questions and give you the information. We ask for your support, interest and confidence. Through our cooperative effort, we will be able to provide the maximum education for the children of our school district. The most important reason for our existence is to provide this service to the children - our leaders and educators of the future.

Field Trips

Field trips are planned in order to provide additional educational experiences for your children. Generally speaking, these field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom.

You were asked to sign a form at registration giving permission for your child to go on out-of-town field trips. This will be used as your written permission for the entire school year. You will always receive advance notice of up-coming field trips, and on occasion, teachers may ask parents to assist in supervision of these trips.

Fundraisers

From time to time, the district will hold fundraisers to raise additional money for student activities or programs. Participation is voluntary. High school organizations may sell clothing or charge to attend programs such as clinics. These programs and items are optional as well.

Homework

Homework may be assigned as an extension of our daily school program. Examples of the type of homework which may be assigned are: individual math, reading, spelling, vocabulary work and makeup work due to absences or other special projects.

Inclement Weather/School Cancellations

All children are expected to be outside during recess unless it is raining or extremely cold. During the cold weather season, students should be dressed warmly, including hats, scarves and mittens. Students are required to have snow pants and boots at school in order to participate in recess during wet and snowy conditions.

If you are in doubt as to whether there will be school because of inclement weather, please listen to KLMJ (104.9), KGLO, KRIB, and KLSS (106.1) radio stations or view KIMT Channel 3 Television. Announcements of school closings will be made as early as possible. We also have an e-mail/text alert system available by signing up on the school website.(School alerts)

Items Not Permitted at School

Unfortunately, recent events of school weapons have required all schools implement disciplinary action in the event of weapons or other dangerous items that are brought to school.

The following items are not permitted at school by students: water guns or spraying devices, pocket knives, steel marbles, golf balls, baseballs, radios, skateboards, rollerblades and items determined by the staff to be dangerous or inappropriate for school. This list is not all-inclusive, but examples of inappropriate items, weapons, and or other dangerous objects and look-a-likes shall not be permitted at school. If they do come to school, they will be taken away from the student and parents will be notified about possible disciplinary action (including suspension or expulsion). Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For the purpose of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon with a muffler or silencer for such a weapon, or any explosive, incendiary or poisons gas.

Personal Property at School

Children are discouraged from bringing extra money, radios, toys, electronic games, iPods or other objects from home, unless the teacher has given them permission. Items brought from home should be marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of items brought from home.

Lost and Found

A lost and found box is located in the office area. When a student realizes he/she has lost an article, he/she should check the office for it immediately. We strongly urge all clothing and personal property be labeled with the student's first and last name.

Lunches

Family lunch accounts are used. Each student is assigned an ID number. **WEST FORK SCHOOL POLICY** states that when a family lunch account reaches the charge limit of \$20.00 students will **NOT** be allowed to eat school meals. Students will be offered milk and a butter sandwich. They will not be allowed to eat school breakfast or lunch until the account is paid.

Forms are available in the office for those families who qualify for either free or reduced priced breakfast or lunch.

Health Screenings

Throughout the year, the school district sponsors health screenings for vision and hearing. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation, and the parent permission, students not scheduled for screening may also be ineligible.

Medical Exclusions from Activities

All students will be expected to participate in recess activities unless they bring a doctor's written excuse that requests they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. Since physical education classes are a regularly scheduled part of the school day, all children will be required to participate in these classes unless they have a doctor's written excuse.

Administration of Medicine to Students

Students may be required to take medication during the school day. All such medicine must be in the bottle with the pharmacist's label on it, clearly marked with the student's name and amount prescribed. Medications will be kept in the school office and the student must come to the office to receive the proper dosage. A school nurse or other qualified designee shall administer medication. A qualified designee is a person who has been trained under the Department of Health guidelines.

No medication will be administered without written authorization from the parent and the child's physician. A written record of the administrative procedure must be kept for each child receiving medication.

Medication on school premises shall be kept in a locked storage space. Only appropriate personnel shall have access to the locked storage space.

The superintendent shall be responsible, in conjunction with Franklin County Public Health and the school nurse to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Students and parents shall be provided with the requirements for administration of medication by the school annually.

The Administrative Code of Iowa does not permit school personnel to give medication that has not been prescribed. Cough drops are to be accompanied by a note and given to the teacher to be given to the student as instructed.

Playground

During regularly scheduled recess, adults supervise the playground. All classroom teachers will cover specific playground rules. Students are to avoid bringing potentially dangerous items to school for use on the playground, and no student is allowed to leave the designated playground areas for any reason, without permission from the supervisor.

Report Cards

Report cards will be issued to students by the Friday following the close of the quarter, except the final quarter, when they will be mailed home.

Parties

Kindergarten through first grade classes at West Fork Elementary-Sheffield may have parties to celebrate certain holidays. Occasionally, parties are held for special events such as: 100's Day, Read a Million Minutes or Character Counts week. Other than the previously listed and birthday treats, parties should be cleared through the classroom teacher.

School Day

Students are NOT to be in the school building before 7:45 a.m. Breakfast is served beginning at 7:45 a.m. and students should not come for breakfast before that time. Please respect this rule and do not allow your students to come to school before 7:45 a.m.

There is a tardy bell at 8:20 a.m. We encourage parents to join us for lunch periodically; however, we ask they contact the school by 8:30 a.m. on the day they wish to visit so they can be included on the lunch count. Dismissal time is approximately 3:15 p.m. Due to overcrowding of the hallways at dismissal, parents are requested to remain outside to pick up their children. The route buses will leave the building at 3:35 p.m. after our shuttle buses have returned from Rockwell.

Special Services

The following special services are available to your child as a student at West Fork Elementary-Sheffield: speech therapy, hearing and vision screening, Title I Reading, school psychologist, special education resource room and a school social worker.

At some point during the school year it may be beneficial for teachers and parents to request help of these specially trained professionals in order to provide a better educational program for a child.

Our building has a student assistance team called the CARE team. This team is a group of teachers who receive referrals from teachers or parents for students with at-risk concerns.

Parents may contact the classroom teacher, guidance counselor or principal to refer students to this team to request assistance or to determine if their child qualifies for additional assistance for health or learning concerns.

Communication Channels

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. Students and parents should first confer with the involved teacher/coach about questions and concerns. The principal should then be contacted if the involved parties need assistance resolving any questions or concerns. Complaints shall never be made in the presence of other employees, students or outside persons.

If resolution is not possible by any of the above means, individuals may bring it to the attention of the superintendent within five school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within five school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem addressed with the school board. The action of the board will be final.

It shall be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Telephone

Permission must be obtained from the teacher before a student uses the telephone. Children will NOT be allowed to use the school telephone for social or personal reasons. Children and teachers will not be called out of class to talk on the phone except for emergencies.

Testing

The main emphasis of testing is to improve our overall educational program. We will be evaluating K-1 students for phonemic-awareness and fluency three times per year. (FAST Assessment) Other assessments may be given to meet state and federal guidelines for student achievement accountability.

The district also utilizes the Measures of Academic Progress (MAP) Assessment, which will be given to all elementary students.

If specialized testing is needed for placement in a special service area, it will be administered after written permission has been granted by parents/guardians.

Vandalism

Any person or person's willfully damaging school property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible, as provided in Chapter 13.16 Code of Iowa, for all vandalism or destruction.

Visitors

Adult visitors are always welcome at West Fork Elementary-Sheffield. Please call or send a note to the teacher before visiting, so that you may check the daily schedule and see the classes of your choice. **Please stop in the office to pick up a visitor's pass to use while you are in the building. Always check in the office upon entering the building or taking students for appointments.**

Visits by Elementary Students

Because of liability purposes, we must request an adult accompany elementary student visitors. (Note: The adult does not have to remain with the child, but must be available within the school building) We also request prior arrangements be made. We do not encourage student visitors to come for an entire day. We do encourage them to visit during the noon recess and stay for lunch, and then they are encouraged to leave. This enables our students and teachers to maintain a consistent academic schedule.

Volunteers

We encourage and welcome parent volunteers to help in the classroom, library, office or other programs. If you are interested in helping at school on a voluntary basis, please notify the office or your child's teacher.

Educational Philosophy

West Fork Schools exist to develop in students a zest of learning, living and making the proper use of our resources, both natural and cultural, in a democratic society. The school district makes academic instruction a top priority and develops a positive self-concept while providing programs that use the latest technical and instructional methods, through which students will develop individual abilities and identify their interest and goals in life.

Learning happens best when education is directed towards the individual student's needs and through programs where achievement is evaluated according to predetermined objectives.

School experiences must include instructional experiences based upon curriculum guides and include activities organized around life experiences and available communicating resources, according to the identified needs of the individual.

As learners, students are capable of learning. Students learn best through articulated, sequential programs, which addresses each individual's potential.

A positive learning environment is characterized by an atmosphere of learning, developed with teacher leadership, designed for student needs and supported by community input, in a safe, pleasant setting.

Schools must ensure the quality and commitment of resources to educate students and provide equal opportunities, regardless of the student's ability or social or economic background. Schools must consistently be striving for improvement to meet the needs of individual students for entry into a global community.

Multi-Cultural Non-Sexist Policy

It is the policy of the West Fork School District to not discriminate on the basis of sex, race, national origin, creed, age, marital state or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX and XXI of the 1972 Educational Amendments at the Federal Rehabilitation Act of 1973.

The curriculum content and instructional materials utilized in the West Fork School District reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women and men in our society.

One of the objectives of total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, racial ethnic group, religion and physical disability. The curriculum fosters respect and appreciation for the cultural diversity found in our country, and an awareness of the right, duties and responsibilities of each individual as a member of a multi-cultural, non-sexist society. (5-20-80)

Nondiscrimination on the Basis of Sex or Handicap Code no. 602

Every student of this school district will have equal educational opportunities regardless of race, color, creed, sex, national origin, martial status, or handicap.

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

The school board will designate an individual to serve as the school system's Title IX compliance officer. The district will also be subjected to compliance for discrimination under any educational program or activity conducted by the district.

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

Legal References: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

Attendance Records

It shall be the duty of each building principal to assure the keeping of adequate attendance records and to make required reports to the central administrative office.

1. Pupils who are absent from school for reason other than illness without the consent of parents, principal, teachers or superintendent will be given an unexcused admit slip when they return to classes. Failure to make up an unexcused absence may result in suspension from school at the discretion of the principal or superintendent.

2. Every absence from class by a student will require a written excuse from the parent or guardian of the child, clearly giving the reason for the absence.
3. An excused absence from school or classes will not be accepted for pleasure, shopping, or other inadequate records.
4. Excuses will be accepted for eye, dental, and medical appointments. Students are urged to make such necessary appointments during free periods, if at all possible.
5. No child shall be excused or taken from school during school hours unless positive verification of the validity of the request can be made by the teachers or principal.

Shorts 502.13

Students of the West Fork School District will be allowed to wear shorts to the academic classroom, under the following conditions:

- a. Shorts are not to be worn from October 1 to March 31 unless the temperature is forecasted to be 75 or above. Layers may need to be worn for cool mornings.
- b. Parents will be notified of this policy and will be asked to help monitor the length of the shorts being worn to school, and also to help enforce the policy of no longer wearing shorts.

Flip Flops

West Fork Elementary-Sheffield strongly discourages children from wearing flip flop shoes to school. These types of shoes inhibit activity during physical education and create avenues for playground injuries during recess.

WEST FORK ESSENTIAL LEARNINGS

MISSION STATEMENT

The West Fork Community School District is dedicated to creating successful learners, citizens, and leaders.

VISION STATEMENT

West Fork students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.

ESSENTIAL LEARNINGS FOR WEST FORK STUDENTS

To work toward our Mission and Vision, West Fork Community School District believes we must provide sound curriculum and instruction with the following essential learnings embedded.

Critical Thinking

- The ability to access and analyze key information to develop solutions to complex problems.

Complex Communication

- Successful sharing of information through multiple means including visual, digital, verbal, and nonverbal interactions.

Creativity

- Incorporates curiosity and innovation to generate new or original thoughts, interpretations, products, works, or techniques.

Collaboration

- Working among and across personal and global networks to achieve common goals. It requires cultural competence and personal and civic responsibilities in all environments which requires open approaches to leadership.

Flexibility and Adaptability

- Includes responding and adjusting to situational needs and changing to meet the challenges of new roles, paradigms, and environments. The thoughtful balance between an individual's core beliefs and appropriate reaction to change.

Productivity and Accountability

- Prioritizing, planning, and applying knowledge and skills to make decisions that create quality results. Skills to make decisions that create quality results through efficient time management, personal integrity and self-monitoring.

Harassment – Students Code no. 505.10

Definitions of Sexual Harassment

- A. Sexual harassment means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct 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 forth 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 implication or unwelcome touching
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.
- B. Harassment on the basis of race, color, creed, religion national origin, gender, age, disability, sexual orientation or marital status means conduct of a verbal or physical nature that is designed to embarrass, harass, 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 of a student's participation in school programs activities.
 2. Submission to or rejection of such conduct by an employee or students 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 employees or student's performance or creating an intimidating or hostile working or learning environment.

Harassment, as set forth 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

It is the policy of the West Fork School District to maintain learning and working environment that is free from harassment.

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, sexual orientation or any other form of harassment within the school setting.

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 a building administrator. Procedures for reporting are included in Board Policy 505.10A.

Procedures for Reporting Harassment Code No. 505.10A

Students shall follow these procedures when reporting harassment:

Step 1. Communicate to the harasser you expect the behavior to stop. This may be done verbally 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 the following:

- a. Tell a teacher, counselor, or the principal
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal
 - What happened
 - When it happened
 - Where it happened
 - Who harassed
 - What you said/did
 - How you felt
 - How harasser responded
 - Note exactly what was said
- c. Write a letter to the harasser telling him/her 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, Central Office Administrator).

Suspension

A student may be suspended for up to ten school days by a principal for:

1. The commission of gross, or repeated infractions of school rules, or
2. When the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school.

The principal may suspend such students after conducting an investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the students
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

A parent will be notified and a conference will be scheduled if deemed necessary.

Suspension means either:

- An in-school suspension
- Out-of-school suspension
- Restriction from activities
- Required Saturday school

In-School suspensions are imposed by the principal for infractions of school rules, which are serious but do not warrant the necessity of removal from school. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the school environment, which includes school classes and all activities held at, or sponsored by the school.

Educational Records

Individual student records are maintained and stored in a file in the office. These records contain information about a child's school achievement as well as health and attendance data. This may also contain information about special evaluations or observations, which could help to assure a sequential learning program.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records (for a fee) during regular office hours. Parents may also file a complaint with the United State Department of Education if they feel their rights regarding their child's records have been violated.

Interrogation by an Outside Agency

As a general rule, individuals from outside the school district may not interview a student during the school day or periods of extracurricular activities.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardians to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines the child should be interviewed independently of his or her parents, and the school is the most appropriate setting for the interview, school officials will allow the investigator in abuse cases to determine who will be present during the interview.

EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the West Fork Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of the pluralistic society. Inquiries regarding compliance may be directed to the Curriculum Coordinator/Director of Student Services, Wendy Fullerton, 641-892-4160, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

Free and Reduced Lunch Application

To protect confidentiality, the Iowa eligibility application for free and reduced meals must not be placed on a table for households to pick up during registration. The application is on the school website. Contact Dee Winter at the West Fork School-Sheffield campus for further information, 641-892-4461.

Student Fee Waiver

The following guidelines apply: 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 at registration time.

Tobacco Free Environment

As of July 1, 2008, smoking is prohibited in all public buildings. In addition, the West Fork School Board has designated a smoke-free environment for all West Fork grounds and vehicles. Effective 24 hours a day, this policy prohibits the use of tobacco products on school grounds and in vehicles. Fans wishing to use tobacco products at school events, (i.e. athletic contests, concerts, etc.) will have to leave school property to do so. Although this may cause an inconvenience for some, the policy promotes a healthy environment for all.

Radon Testing

During February of 1990, all rooms were tested for radon. The test results indicated the rooms were below the established safety levels. Due to recent legislation (2013), the district will establish a plan for future testing and mitigation.

Notification of Student Records

The West Fork Schools collect and maintain records on each student in order to facilitate instruction, guidance and the educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies and to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness or inaccuracy, or an invasion of privacy and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education rights and Privacy Act Office at the Department of Education, Washington, D.C.

Notice of Special Education Rights

When your child has been referred for special education services, federal and state laws give you certain rights. These include:

- The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
- The right to consent. This means the school must have your permission prior to placing your child in a special education program.
- The right to a full evaluation of your child's needs. If you do not agree with the school's findings, you may request an outside evaluation.
- The right to see your child's records kept at school.
- The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are your child's teacher or other school officials engaged in planning your child's educational program.
- The right, as much as possible, to have your child in classes with children who are not in special education programs.
- The right to be involved in the development of your child's IEP (Individual Education Program).
- The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
- The right to appeal decisions made by the school regarding your child's diagnosis or placement.
- If you desire additional information, please contact your child's principal

Public Law 94-142

Public Law 94-142 requires schools to maintain an active program for seeking children with special needs from birth to age 21, and provide them with an appropriate special education program.

If you have a child or know of someone who has a child that may have special needs, there is help readily available. Your public school and the Area Education Agency 267 work together to determine a child's needs, and find the right service programs to satisfy those needs.

If you have any questions about your child's development, contact the school at 822-3236 (Rockwell), 892-4159 (Sheffield) or the Area Education Agency 267 at 1-800-392-6640.

Multi-Cultural/Gender-Fair Educational Policy

It is the policy of West Fork Schools not to discriminate on the basis of race, color, national origin, creed, age, marital status, or physical disability in its educational programs, activities or employment policies as required by Title VI or VII of the 1964 Civil Rights act. Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the districts that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of

careers, roles and life styles open to women as well as men in our society. One of the objectives of the curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, ethnicity, religion, age, and/or physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of each individual as a member of a pluralistic society.

Inquiries regarding compliance with this policy may be directed to the superintendent by writing to him at the school or call 822-3236, or by writing to the Director of the Iowa Civil Rights Commission, Des Moines, IA, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

Asbestos (AHERA Information Letter)

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined in Canada, South Africa, and Russia. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building products were banned in 1978.

Our facilities were inspected in June 1997 by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional, certified to develop asbestos management plans.

The Management Planner has developed an asbestos management plan for our facilities which includes, this information letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of asbestos containing materials, re-inspecting, and for regular surveillance of the asbestos containing materials.

A copy of the Asbestos Management Plan is available for your inspection in the Superintendent's administrative offices during regular office hours.

We have been implementing the Asbestos Management Plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure our students and employees have a healthy, safe environment in which to learn and work.

Open Enrollment Deadlines

Parents and guardians are required to send formal notification, on forms prescribed by the Department of Education, to the receiving district of their intent to enroll a child in another PUBLIC school district. The forms must be filed between July 1 and March 1 of the preceding school year. Three “exceptions” to the basic procedure are:

1. An application may be made after the filing date of March 1 preceding and until the third Friday of September of the school year for which the request is made based upon establishment by the parent or guardian of “good cause” for such late application. Good cause is a change in the status of the pupil’s residence,(In example moving out of the district, change in marital status of the pupil’s parent, guardianship proceedings, etc.), or a change in the status of the pupil’s resident district (failure of negotiations for whole grade sharing, reorganization, dissolution agreement or the rejection of a current whole grade sharing agreement or reorganization plan) or similar sets of circumstances.
2. An application may be made at any time a parent or guardian moves out of the district of residence and desires to have their pupil remain in that district under open enrollment with no interruption in the educational program.
3. An application for a pupil to enter school at the kindergarten level under open enrollment may be made any time from July 1 through September 1 of the school year preceding the school year for which the enrollment is to start.

In most cases the parent/guardian is responsible for transporting the pupil without reimbursement to and from a point on a regular school bus route of the receiving school district. However, parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. A provision grants that when the two school districts agree to allow it, a bus from the non-resident district may enter the resident district to pick up the open enrollment student.

A request under this law is for a period of not less than one year. A student who attends a grade in grades ten through twelve in a school district other than the district of residence is not eligible to participate in interscholastic athletic contests and athletic competition during the first ninety days of enrollment. This provision is designed to stop or slow down athletic recruitment.

If a child, for which a request to transfer has been filed with the receiving district has been suspended or expelled in the district of residence, the receiving district named in the request may refuse the request to transfer until the child has been reinstated in the district of residence. This is designed to keep a student in poor standing from transferring, thus causing a burden on a receiving district.

If you have any questions concerning this law, please contact the Superintendent’s office at 822-3236 in Rockwell.

Chemical Right to Know

The Chemical Right to Know Law requires all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the superintendent at 822-3236 (Rockwell) or 892-4159 (Sheffield).

Equal Opportunity/Affirmative Action Policy

It is the policy of the West Fork Schools to provide equal employment opportunity and not to illegally discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its employment and personnel practices. The West Fork Schools will affirmatively recruit women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where they are under represented. It is also the district's policy to provide a fair and supportive work environment for employees regardless of their gender, race, national origin, creed, age marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made by one employee to another is a violation of the policy. Inquiries or grievances related to this policy may be directed to the Superintendent's office in each district; or by writing to the Director of the Iowa Civil Liberties Rights Commission, Des Moines, or by writing to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

Student Directory Information

The West Fork Schools will release the following directory information for each student unless a parent makes a specific request to the Superintendent that the information designated should not be released.

The student's name, address, telephone number, electronic mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

This notice is made to comply with the Family Education and Privacy Act, which was made in 1974.

Information for Parents



If your family lives in any of the following situations:

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

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice, even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless educator (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Contact:

Phone:
E-mail:

State Coordinator, Raymond E. Morley
Department of Education, Des Moines, Iowa 50319
Phone: 515-281-3966
E-mail: ray.morley@ed.state.ia.us

If you need further assistance, call the
National Center for Homeless Education
at the toll-free Helpline number:

1-800-308-2145

