

GLENWOOD COMMUNITY ELEMENTARY SCHOOLS

K-5

STUDENT and FAMILY HANDBOOK

Elementary Schools Websites:

Northeast Elementary - <https://www.glenwoodschools.org/northeast/>

West Elementary - <https://www.glenwoodschools.org/west/>

For ALL Policies, check School Website <http://glenwoodcsd.isfis.net/>

2023-2024

Dear Parents,

Welcome to the 2023 - 2024 Elementary school year.

The purpose of this handbook is to inform parents and students of some of the everyday procedures and general policies of our schools. In this way we hope to promote understanding, cooperation, and teamwork between parents and school. Your child's progress will be greatly affected by how well we work together. Parents who are involved and communicate regularly and effectively with their child's teacher usually find the child works harder, feels more confident, and does well in their school work.

Our mission in the Glenwood Community Schools is to develop in all students the knowledge and competencies required of responsible citizens in a global society. Our top priority at our elementary schools is to ensure both academic success and social development of all the children with whom we are entrusted. The faculty and staff will strive to create and maintain a pleasant, orderly and safe, learning environment, where students can be successful.

We will make every effort to ensure that 2023-2024 is a very enjoyable and productive year for your child. We encourage you to share any comments or questions you might have concerning our schools. We appreciate your input!

Sincerely,

Mrs. Ashlie Salazar
Northeast Elementary Principal

Mrs. Julie McMullen
Northeast Assistant Principal

Mrs. Kara Huisman
West Elementary Principal

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IMPORTANT NUMBERS

Northeast Elementary

712-527-4875 or 712-527-4876

West Elementary

712-527-4886

Middle School

712-527-4887

High School

712-527-4897

Transportation

712-527-4116

Kids Place

712-527-5264

We welcome all parents and visitors to our schools. However, for safety reasons we ask that you go directly to the school office when you arrive to check in and receive a visitor's badge.

Also, for safety reasons, when a student is leaving early and being picked up during the school day we ask that you come to the office to pick up the student. You will need to sign your child out. We will **NOT** honor requests to send a child outside to wait to be picked up.

ALLERGY NOTICE

August 2023

Dear Parents:

Several students at our elementary schools have life threatening allergies to peanuts and tree nuts, the food allergies that claim more lives each year than any others. A child with a serious allergy will follow a “Peanut and Tree Nut Reduction” plan at West and Northeast Elementary. We need your help as well!

As part of our hot lunch program, peanut or tree nut products will not be served. If a student brings a peanut butter sandwich in a cold lunch from home, they will be asked to wash their hands thoroughly before leaving the area and going outside. Something as simple as touching peanut residue left on a railing or on the playground equipment can cause an allergic reaction, so we would rather err on the side of caution.

We are asking that children do not bring any snacks or treats (ex. birthday treats, holiday goodies) to the classrooms that have a peanut or tree nut ingredient. This also ties into the District Wellness Policy that recommends that students consider nutritious snacks as an alternative to candy.

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these practices. Should you have any questions or concerns, please do not hesitate to contact the school nurse at your student’s building. Thank you for your understanding and assistance.

Sincerely,

Ashlie Salazar, Northeast Elementary Principal

Julie McMullen, Northeast Assistant Principal

Kara Huisman, West Elementary Principal

Terry Marlow, Glenwood Community Schools Food Service Director

Nicole Cherko, Elementary School Nurse

Welcome to GCSD Elementary Schools 2023 – 2024

Two-way communication between home and school is necessary for academic and personal success in a safe school environment.

We want you to feel comfortable contacting us for questions and concerns. The following resources are available for your support:

Northeast Elementary

Office

Northeast Elementary Office.....712-527-4875

Administration

Principal: Mrs. Ashlie Salazar.....salazara@glenwoodschools.org

Assistant Principal: Mrs. Julie McMullen.....mcmullenj@glenwoodschools.org

Secretaries

Mrs. Amber Gaylord.....gaylorda@glenwoodschools.org

Mrs. Bailey Elliott.....elliottbai@glenwoodschools.org

Counselor

Mrs. Kara Gibson.....gibsonkar@glenwoodschools.org

School Nurse

Mrs. Nicole Cherko.....cherkonic@glenwoodschools.org

West Elementary

Office

West Elementary Office.....712-527-4886

Administration

Principal: Mrs. Kara Huisman.....huismankara@glenwoodschools.org

Secretaries

Mrs. Sunshine Crawford.....crawfords@glenwoodschools.org

Mrs. Ashlee Hess.....hessash@glenwoodschools.org

Counselor

Mrs. Michelle Millar.....millarmi@glenwoodschools.org

School Nurse

Mrs. Nicole Cherkocherkonic@glenwoodschools.org

NORTHEAST ELEMENTARY STAFF

Nicole Guild, Victoria Nauman, Beth Huntoon, Jasey Segebrecht, Madison Williams	Preschool Teachers
Elizabeth Jensen	Transitional K Teacher
Katie Adam, Destiny DeLashmutt, Deb Fajardo, Allison Henderson, Dawn Hillyer, Jennifer Schneider, Kim Steinkamp	Kindergarten Teachers
Kim Alexander, Amy Benson, Sarah Boje, Kirsten Cashatt, Melonie Doyle, Jessica Jones, Sue Peters	First Grade Teachers
Brad Asche, Paula Carman, Bobbi Jo Hancock, Matt Malskeit, Megan Rathke, Holly Schneider, Sarah Smith	Second Grade Teachers
Jennifer Tallmon	Talented & Gifted
Amanda Pitzen, Grant Stivers, Cale Yates	Music, PE, Art
Krystal West	ELL
Tami Bertini, Kamden Elwood, Mary Finn, Katie Larsen, Melanie Schoening	Special Education Teachers
Sam Wilson	Behavior Disorder Teacher
Rebecca Griffin, Lisa Leu	Title I Teachers
Dara Harms	Interventionist
Jordan Lunzman, Jennifer Dillion	Speech
Rachel Witte	Green Hills AEA Building Representative
Jordan Hansen	Social Emotional Liaison
Carissa Kayl, Lydia Umberger, Monique Jens Evonne Kates, Abby Rumery,	Pre-School Associates
Jaimie Fisher, Peggy Gage, Sam Johnson Samantha Schmitt, Mackenzie Zeski	POD Associates
Valerie Jordan	Library Associate
Danielle Bueltel	TK Associate
Katelyn Johnson	Health Aide
Melissa Arbogast, Monica Mayberry	Resource Associates
Abbie Rumery, Evonne Kates, Trisha Ruiz Kylyn Anderson	Special Education Associates
Dan Jaworski, Justin Kaufman, Rick Stivers	Custodians
Kim Yount, Tammy O'Meara, Noreen Minchew Erica Keppard/Ruth Congdon	Cooks Clerk/Manager Lunch
Derrica Hutchings Tami Bertini, Julie McMullen	K-2 Instructional Coach K-12 Special Education Coaches

WEST ELEMENTARY STAFF

Heather Diekmann, Michelle Fornoff, Bree Jensen, Shelly Murphy,
Trisha Nanfite, Callie Rodenburg, Brandie Yates

Third Grade Teachers

Courtney Buthe, Amanda Cowell, Bailey Underwood,
Whitney Miller, Michelle Parks, Marcia Van Ness

Fourth Grade Teachers

Brian Bertini, Diana Goos, Sherrie Hollander, Alison Tucker,
Michelle Wegner, Kate Wilson

Fifth Grade Teachers

Cale Yates

Art Teacher

Megan Beery

Music Teacher

Brain Stanley

Physical Education Teacher

Krystal West

ELL

Mary Pat King, Katie Larsen, Megan Newberry, Sherri Roenfeldt
Anne Vorce, Sarah Joyce

Resource Teachers

Meg Schroeder, Laurie Weekly

Title I/Interventionist Reading & Math

Jennifer Tallmon

Talented & Gifted

Joanne Farmer

Speech

Lauren Bennewitz

School Psychologist

Marissa Briley

(SEL) Social Emotional Liaison

Autumn Clemmer

Library-Media Associate

Katelyn Johnson

Health Aide

Debra Beck, Shari Pavelka, Ashley Vanderpool, Debra Rowe

Resource Associates

Kenny Akers, Zach Akers

Custodians

Lousie Weber, Brandie Roberts, June Maddocks

Cooks

Renae Parks

Lunch Clerk/Manager

Amie Abbott
Tami Bertini, Julie McMullen

**3-5 TLC Instructional Coach
K-12 TLC Sped Coaches**

GLENWOOD COMMUNITY SCHOOLS MISSION STATEMENT

The Mission of the Glenwood Community School District is to develop in all students the knowledge and competencies required of responsible citizens in a global society.

DISTRICT OUTCOMES

Solve Problems Creatively and Resourcefully

- Critical Thinking
- Creative Thinking/Producing
- Decision-Making

Work Productively

- Cooperation
- Independence

Learn Constantly

- Self-Assessment
- Wise Use of Leisure
- Aesthetic Awareness

Communicate Effectively

- Writing
- Speaking
- Reading
- Listening

Act Responsibly

- Environmental Awareness
- Empathy and Respect
- Citizenship

Use Technology Capably

- Access of Information
- Increased Productivity
- Electronic Communications
- Responsible Use of Technology

GLENWOOD COMMUNITY SCHOOL DISTRICT VISION STATEMENT

The mission of the Glenwood Community School District is to develop in all students the knowledge and competencies required of responsible citizens in a global society. The Board of Education, administration, faculty, community members, parents and students envision a school system where responsibility for accomplishing that mission is shared by all.

LEARNING ENVIRONMENT

The Glenwood Community School District will support an atmosphere of honesty, cooperation, respect, responsibility, well being, and physical and emotional safety. An environment of innovation and initiative will be rewarded and encouraged for all students and staff. The Board of Education, Administration, Faculty, and Staff will make decisions in the best interest of the students, and will foster the positive atmosphere of student participation in the exposure to numerous learning opportunities. Discipline will be based on fair and consistent procedures.

The community and the school district are committed to providing facilities and resources for learning and extracurricular activities appropriate for the needs of the 21st Century learner. These facilities will have advanced technological capabilities. The school calendar will be designed to maximize learning and retention of skills. Class sizes will be established at levels appropriate for effective instruction.

By virtue of its quality programs, the Glenwood Community District will strive to be the school of choice for area students and parents.

STUDENT DEVELOPMENT

The Glenwood Community School District will strive to create a learning environment where every student is respected as an individual.

Each student will receive encouragement and simulation to achieve his/her personal potential. Personal responsibility will be taught and enforced fairly. Students will witness positive role models as they interact with teachers, staff members, sponsors, coaches, administrators, volunteers and parents. Student's self-esteem will be nurtured by recognizing and reinforcing honest effort and accomplishments. Available district and community resources will be utilized to the fullest extent possible to promote student success.

CURRICULUM

The Glenwood Community School District will support a challenging, varied curriculum that is built on a solid foundation of essential skills and concepts such as English language arts, science, social studies, and math.

The curriculum will be designed to require all students to stretch their capabilities, teaching critical thinking and the processing of information. The district will make it a priority to work through area preschools, as well as, its own necessary academic and life skills for a successful start to their elementary education.

Foundational skills and concepts will be emphasized at all grade levels and will be taught using the best of traditional and innovative instructional methods. Technology will be incorporated into the curriculum as an effective instructional and learning tool. The curriculum will be regularly reviewed to

ensure that course offerings provide students ample opportunities to prepare themselves for post-graduation success in either higher education or vocational fields. The District will pursue cooperative relationships with colleges, universities, businesses and industries to expand the availability of advanced and real-world learning opportunities. Varied means of grading and assessment will be used to encourage students to undertake challenging course work in both academic and vocational tracks while communicating clearly a student's level of proficiency to curricular standards.

Student's academic experiences will be enhanced at all grade levels through involvement with foreign languages and the fine arts. Participation in the arts and other extra-curricular activities will be encouraged and supported with enthusiastic teachers, instructional resources and facilities.

FACULTY & STAFF

The Glenwood Community School District envisions a united, experienced staff with aspirations for continued education, progressive staff development opportunities and active support in extra-curricular and community activities.

Members of the faculty and school staff serve as influential role models and mentors for all students. The District will recruit exceptional teachers and support them as models of lifelong learning.

COMMUNITY

Our community of citizens and parents recognize that it shares responsibility with the schools in developing the student towards a rewarding life and being a responsible citizen.

Our community will partner with our schools to foster high expectations and stimulating learning environments. This will encourage high achievement and will assure that each student has the opportunity to learn to his/her fullest potential. The schools will utilize the personal talents and career experiences of members of the community to enrich the school learning environment.

The diversity of our community is reflected in our schools. Therefore, open and cooperative communication between our citizens, parents and schools is vital and will reinforce our commitment to our students. School policies and administrative decisions will demonstrate an awareness of the efforts of other community organizations that also seek to positively impact students' lives.

KID'S PLACE: DAYCARE PROGRAMS

The district provides a child care program that has been organized to provide supervision for infants, toddlers, preschool age, and children in kindergarten through sixth grade. Kid's Place is meeting the needs of working families by providing quality daycare for children six weeks to sixth grade. The program is funded through parent fees. Kid's Place is open Monday through Friday from 5:45 a.m. to 6:30 p.m., including some holidays and all vacations. It is closed on Christmas, Thanksgiving, Memorial Day, Labor Day, and July 4th. If you desire more information, please call 527-5264.

NORTHEAST EARLY CHILDHOOD CENTER

The Early Childhood Center follows the district calendar. There are full and half day programs. Please use the following link for information about preschool programs: [Preschool Handbook](#)

TRANSITIONAL KINDERGARTEN

Transitional Kindergarten (TK) is an early childhood program that bridges a path between preschool and kindergarten. We use the district kindergarten outcomes and components for our curriculum and assessment. The class meets every day for the entire school day. Our daily schedule includes learning activities for academic content areas (like Reading, Math, Social Studies, and Science), child-initiated free-choice centers, and the specials (Music, P.E., Guidance, Art, and Library). We have a strong focus on meaningful play, number sense, letter names and sounds, vocabulary, and phonological awareness for reading success.

GENERAL INFORMATION

ADDRESS & TELEPHONE CHANGES

Please notify the school immediately if there is a change in your address, telephone number, work, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

ATTENDANCE

Students must be present a minimum of ½ school day in order to attend extracurricular activities. Exceptions can be made for just cause, with approval of the building administrator.

Students must be present a minimum of ½ school day in order to attend extracurricular activities. Exceptions can be made for just cause, with approval of the building administrator.

In order to receive the maximum benefit from the instructional program, ~~Glenwood Community High School~~ Northeast/West Elementary students are expected to attend school on a regular basis and to be on time. Irregular attendance or tardiness both hinders the student's own studies and interferes with the progress of those students who are regular and prompt in their attendance.

Students shall attend school unless excused by the Principal/designee of their attendance center. Student absences approved by the Principal/designee shall be excused absences. Excused absences shall count as days in attendance for the purpose of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, District sponsored or approved activities, and parent excuses as approved by the administration.

Students whose absences are approved from class for any reason are responsible for any work they may miss shall make up the work missed to receive full credit for the missed school work. It shall be the responsibility of the **student or guardian** to initiate a procedure with the student's teacher to complete the work missed.

Notification of Absences

Parents or guardians are asked to notify the school of their student's absence by calling the attendance center at 527- 4897 each day the student is absent or reporting absences online, providing the full name and grade of the student and the reason for the absence. It shall be the parent's responsibility to notify the student's attendance center no later than 10:00 a.m. of the day the student is absent or as soon as the parent knows the student will not be attending school on that day.

Truancy – Unexcused Absences

Truancy is the failure to attend school for the minimum number of hours established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse.

Absences for reasons other than those listed above and absences not excused within the allotted time remain unexcused.

Parents/Guardians are subject to disciplinary action for truancy, including but not limited to, release to human services, School Officer Liaison/Truancy Officer, intervention team or other appropriate third parties. The Principal/designee shall notify the School Officer Liaison/Truancy Officer when a student is truant. The School Officer Liaison/Truancy Officer, principal or other school official will investigate the cause for a student's truancy and attempt to ensure the student's attendance.

Attendance Accountability

If the student reaches five (5) absences, the building principal will send a letter and/or the School Officer Liaison/Truancy Officer will contact the parent/guardian and the student regarding the absences.

An Attendance Cooperation meeting will take place between the parent, School Officer Liaison/Truancy Officer and Principal/designee, and student as appropriate, when the student has accumulated ten (10) unexcused absences. At this meeting a detailed student specific Attendance Cooperation Agreement will be developed. This Agreement will include such terms as consequences for breach of the Agreement up to and including referral to the County Attorney for formal Mediation Contract development which may happen upon the breach of the Attendance Cooperation Agreement, but at most after accumulation of not more than two (2) additional unexcused absences.

The District designees will work with students and families to increase the likelihood that a student struggling with attendance will improve in this area. Each situation will be treated as unique. If a pattern of poor attendance exists, the District designee will:

- Follow the District's current guidelines for attendance (5-10 day communication)
- Meet with families and create and carry out plans to intervene and improve the situation
- Contact families frequently about improvement or lack thereof regarding attendance.

If any more unexcused absences occur, a recommendation for mediation with the County Attorney (or their representative) will occur. A recommendation for an Attendance Cooperation agreement will occur if the child is age 12 or under. A mediation agreement will be enforceable under Iowa Law until the child turns 16 on or before September 15 of that year or until the end of the school year if the child turns 16 after September 15.

Upon Expiration of an Attendance Cooperation Agreement, no further intervention is required. Upon Violation of an Attendance Cooperation Agreement, a Mediation agreement will be enacted if the student has two (2) or more unexcused absences after the Attendance Cooperation Agreement is signed.

In case of a student's refusal to attend school, the School Officer Liaison/Truancy Officer may take the student into custody. A student taken into custody will be placed within the custody of the Principal. The School Officer Liaison/Truancy Officer shall attempt to contact parents of a student taken into custody. If the School Officer Liaison/Truancy Officer, principal or other school official is unable to secure the truant student's attendance, the School Officer Liaison/Truancy Officer, principal or other school official should discuss the next step with the Superintendent. If after administrative action, the student is still truant, the School Officer Liaison/Truancy Officer, principal or other school official will refer the matter over to the County Attorney for students of compulsory attendance age.

The Superintendent/designee will represent the District in mediation. In the event mediation is required, the district designee will request a formal mediation meeting with the family and County Attorney.

The District will monitor the **parent or guardians'** compliance with the Mediation Agreement and will report violations of the Mediation Contract to the County Attorney for possible prosecution. Regulations for this policy are outlined in the student handbook for each attendance center.

We realize absences occur that are completely appropriate and legitimate. Therefore, **a call from a parent or guardian is needed each day the student is absent. Please call your students' building before 8:30 a.m.** We have an answering machine for your convenience to report any absences. Please help us by making this phone call so there will be no misunderstanding as to the type of absence the student has. When parents call the school to report absences, the school is assured that the child is safe.

Excused Absences

The principal will determine whether the absence is excused or unexcused. The following are usually considered excused:

1. Student is ill and a doctor's note is provided to the school office.
2. Medical, dental or vision appointments which cannot be made other than during school time and a doctor's note is provided to the school office.
3. Death or serious illness in the immediate family or household.
4. Other reasons which can be justified from an educational standpoint.

The following schedule is used to determine if an absence is to be counted as a full or half day:

1. Students need to be in their classrooms by 8:05 / NE and 8:10 / West
2. If a student arrives at school after 8:05 a.m. at NE/West and before 9:00 a.m., it will be considered tardy.
3. If a student arrives after 9:00 a.m., but by or before 1:00 p.m., the absence will be counted as one-half day.
4. Entry after 1:00 p.m. will be counted as a full-day absence.
5. If a student leaves before 10:00 a.m. and does not return, the absence is counted as a full day.
6. If a student leaves after 10:00 a.m. and does not return, the absence is counted as one-half day.
7. No absence is counted if a student leaves after 2:30 p.m.
8. On early out days students will be counted as tardy if they arrive between 8:05-9:00 am. A one-half day absence for the morning will be recorded if they arrive after 10 am. Or for the afternoon if they leave before 11 am. Students leaving before 10 am for the remainder of the day will be considered absent one full day.

NOTIFICATIONS OF ABSENCES

Northeast/West Elementary has an attendance email link to its website giving parents the ability to notify the Northeast/West office directly, via e-mail when their child is absent from school. Please visit www.glenwoodschools.org select Northeast/West Elementary from the Schools link at the top of the district page. You will be directed to the home page where you will find the link to the Attendance email on the left hand side. If you choose this option for reporting your child's absence you must send the email notice no later than 8:30 a.m. to avoid the office contacting you via phone.

TARDINESS POLICY

Students are considered tardy when school begins at 8:05 / NE and 8:10 / West when they are not in their assigned seats. Any time a student enters the building after 8:05 / NE and 8:10 /West they must report first to

the office for a pass to class. If a student has excessive tardies, the building principal or designee will send a letter to the parent. A mediation meeting may be requested. At this meeting a detailed plan to improve “on-time” attendance will be developed. This plan will define roles and responsibilities of all involved parties and consequences for failure to meet requirements.

BEHAVIOR - CODE OF CONDUCT

INTRODUCTION PBIS

Our schools believe in and follow the Positive Behavior Intervention and Supports. We work to create a positive climate, which will focus on the education of the whole child, which includes a balanced focus on both academic and social achievement. We believe student discipline is best achieved through instruction rather than coercion; desirable student behaviors are best taught in a planned, proactive, and systematic manner.

In the situations where the guidelines have been followed, but the student’s behavior has not changed or threatens the safety of oneself or others, the educational mission of Northeast/West, or the smooth operation of the school, the following code of conduct will be in effect.

The following Code of Conduct was developed by administrators and teachers, and approved by the Board of Education. The purpose of the Code of Conduct is to establish and communicate standards and consequences for inappropriate student behavior. **These consequences will be applied in a developmentally appropriate manner at the elementary level.**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient, management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the educational program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to obtain their education or participation in educational activities;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

IMPERMISSIBLE CONDUCT

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive, except that the proper possession and/or proper use of a weapon as pre-approved by the superintendent in writing shall not constitute misconduct under this policy;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment in any form of another person;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal or designee. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

SANCTIONS FOR STUDENT MISCONDUCT

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Removal from the classroom means a student is sent to the building principal's or designees office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, or a period of time set by the board. Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Level I:

To be administered by the teacher.

Level I offenses are those activities which are classroom specific and not included in other areas of this code. The teacher may pursue the following options: Verbal reprimand, detention, parent contact, conference, or other interventions. PBIS guidance will be used in handling Level I offenses:

Examples of Level I offenses include:

- A. Talking out
- B. Unprepared for class
- C. Cheating – See Description page 16
- D. Violations of classroom rules
- E. Tardiness
- F. Insubordination
- G. Poor Grooming, inappropriate attire, health concerns

A student's failure to abide by the teacher's re-teaching of expectations may become a Level II offense.

Level II & III:

To be administered by a building administrator or representative.

Suspensions from school or classes will fall into two categories: a suspension for three days or less, and a suspension for more than three days but not to exceed ten days. An informal hearing will be held with the student and every attempt will be made to notify parents/guardians before the student is suspended from school. A copy of a suspension letter will be sent to the parent/guardian. The Superintendent of Schools will be informed of all out-of-school suspensions. The suspension of special education students will be in accordance with the rules and regulations of special education.

Disciplinary consequences may require the student to complete counseling, perform community service or school service, or participate in other activities designed to help the student understand and compensate for the consequences of his or her actions. Financial obligations incurred under these situations are the responsibility of the student or parent.

Level II:

Students may be given a detention before or after school, may be required to perform community service, or may be suspended (ISS or OSS) for up to 3 days for the following reasons:

- A. Disruptive conduct.....1st offense
- B. Profanity, obscenity or possession of pornographic literature
or materials.....1st offense
- C. Unsportsmanlike conduct (unfair play, lack of respect for
opponents and ungracious behavior in winning or losing).....1st offense
- D. Possession or use of tobacco products on school property
(Smoking, Chewing, Etc).1st offense
- E. Insubordination (verbal or physical defiance of authority and rules)1st offense
- F. Conduct which harasses or otherwise discriminates against
others based on race, gender, creed, national origin or disability1st offense
- G. Threat of physical assault, intimidation or coercion, including efforts
to obtain money or other items.....1st offense
- H. Inciting others to violence or disobedience1st offense
- I. Student-to-Student or Sexual Harassment.....1st offense
- J. Truancy (Staying out of school without permission).....1st offense

Level III:

Students may be suspended (ISS or OSS) for up to 3 days for the following reasons:

- A. Disruptive conduct..... 1st and 2nd offense
- B. Profanity, obscenity or possession of pornographic literature
or materials..... 1st and 2nd offense
- C. Unsportsmanlike conduct (unfair play, lack of respect for
opponents, ungracious behavior in winning or losing) 1st and 2nd offense
- D. D. Possession or use of tobacco products on school property
(Smoking, Chewing, Etc) 1st and 2nd offense
- E. Insubordination (verbal or physical defiance of authority and
rules).....1st and 2nd offense
- F. Conduct which harasses or otherwise discriminates against
others based on race, creed, national origin or disability 1st and 2nd offense
- G. Threat of physical assault, intimidation or coercion, including efforts
to obtain money or other items..... 1st and 2nd offense
- H. Inciting others to violence or disobedience 1st and 2nd offense
- I. Student-to-Student or Sexual Harassment..... 1st and 2nd offense
- J. Truancy (Staying out of school without permission).....1st and 2nd offense

Level IV:

May be administered by the Director of Student Services or representative.

A student who has been suspended out of school may need to meet with the Director of Student Services, building administrator, and parent/guardian prior to returning to school. Copies of the disciplinary notices and actions will be sent to the Director of Student Services. The purpose of the meeting will be to develop an action plan for the student's return to the school.

- A. Disruptive conduct.....2nd or 3rd offense
- B. Profanity, obscenity or possession of pornographic literature
or materials2nd or 3rd offense

- C. Unsportsmanlike conduct (unfair, play, lack of respect for opponents ungracious behavior in winning or losing).....2nd or 3rd offense
- D. Possession or use of tobacco products on school property (Smoking, Chewing, Etc.)2nd or 3rd offense
- E. Insubordination (verbal or physical defiance of authority and rules).....2nd or 3rd offense
- F. Conduct which harasses or otherwise discriminates against others based on race, creed, national origin or disability2nd or 3rd offense
- G. Threat of physical assault, intimidation or coercion, including efforts to obtain money or other items.....2nd or 3rd offense
- H. Inciting others to violence or disobedience2nd or 3rd offense
- I. Student-to-Student or Sexual Harassment.....2nd or 3rd offense
- J. Truancy (Staying out of school without permission).....2nd or 3rd offense
- K. Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority, and rules, and profane, obscene, or abusive language to staff1st offense
- L. Fighting/Assault1st offense
- M. Stealing or possession of stolen property1st offense
- N. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.....1st offense
- O. Using, possessing, or being under the influence of any narcotic, hallucinogen, or drugs or alcohol or any substance presented as such1st offense
- P. Vandalism (intentional destruction of or damage to property)1st offense
- Q. Possession of drug Paraphernalia1st offense
- R. Possession of fireworks.....1st offense
- S. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system1st offense
- T. Inappropriate sexual conduct, including but not limited to indecent exposure("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate feeling touching of another student's intimate part, or the clothing covering intimate parts, display of affection which includes affectionate actions generally considered to be private1st offense
- U. Setting or attempting to set a fire1st offense
- V. Cheating or Plagiarism or Theft of Academic Material1st offense

In cases of serious misconduct under Level IV, a violation may lead to recommendation for expulsion by the building principal.

Level V:

May be administered by the Superintendent or representative.

A student who has been suspended out of school may need to meet with the Superintendent, Director of Student Services, Building Administrator, and parent/guardian prior to returning to school. The purpose of this meeting will be to determine if the student should be expelled from school.

- A. Transmission, possession or use of any weapon or any instrument intended as a weapon. Board policy 501.8 shall be followed in enforcing this item.
- B. Furnishing, selling, attempting to furnish or sell, using, possessing, or being under the influence of any drug or alcohol or tobacco products.

- C. Stealing or possession of stolen property.
- D. Vandalism.
- E. Inciting others to violence or disobedience.
- F. Fighting/assault.
- G. Possession, and/or ignition of fireworks.
- H. Possession of drug paraphernalia.
- I. Physical assault or intimidation of a staff member including profane, obscene, or abusive language.
- J. Threat of physical assault, intimidation or coercion, including efforts to obtain money or items of value
- K. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.
- L. Insubordination (verbal or physical defiance of authority or rules).
- M. Setting or attempting to set a fire.
- N. Furnishing, selling or attempting to furnish or sell any substance presented as an actual illegal drug, narcotic or controlled substance.
- O. Cumulative misconduct including truancy, endangering the safety of others or disrupting any aspect of the school environment.
- P. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system.
- Q. Inappropriate Sexual Conduct, including but not limited to indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate touching of another student's intimate parts and display of affection which includes affectionate actions generally considered to be private.
- R. Cheating, Plagiarism or Theft of Academic Materials.

DUE PROCESS

When a student is in violation of the Code of Conduct, due process will be followed. Due process requires the following:

1. The expected conduct must have been adequately publicized or communicated, providing the student with prior knowledge of the conduct, which is required or prohibited.
2. The student must be told why he/she is being considered for disciplinary action.
3. The student must have an opportunity to express his/her views regarding the incident before any decisions regarding discipline are finalized.
4. The school official must base his/her decision only on the matters about which the student has been informed.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the building principal. If the parent or guardian, after discussing the incident with the administrator, has concerns over a decision, he/she may call the superintendent at 527-9034 for assistance in resolving the problem. The authority to expel and readmit a student rests solely with the Board of Education.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate. Additional information can be found in Board Policy 501.6 which can be accessed on the district's website at www.glenwoodschools.org.

STUDENT CONDUCT AT SCHOOL EVENTS

Students are to conduct themselves appropriately at any event in which the school is participating. The students reflect the kind of school we have and we want everyone who visits to be impressed by the great students that attend here. Students must be supervised by their parents during an academic or athletic event. If a student chooses to misbehave at an event, then he/she will be escorted to their parents and will have to remain with them until their departure. If the parent is not in attendance they will be called and the student will be escorted to the entrance of the property to wait for a ride or walk home.

BICYCLES/SKATEBOARDS/HEELYS

Northeast students are not allowed to ride bicycles, skateboards/scooters, or heelys to school. **Students in 4th and 5th grade are allowed to ride bikes to school** but are not allowed to bring skateboards/scooters or heelys. Due to the significant amount of traffic around Northeast we feel, for safety reasons, this policy is in the best interest of the students.

TREAT AND SNACK POLICY

Three classroom parties are held each year for K- 5 students. These are Fall Harvest, Winter Party, and Friendship Day. We are a peanut-safe school. Please follow peanut-free guidelines.

[Click here for a List of Peanut Free Snacks](#)

- **Birthday Treats**

Students **are** allowed to bring treats to share for their birthdays. No homemade treats or snacks of any kind are allowed for food safety reasons. You may bring an individually wrapped treat for your child's classroom or order from Glenwood School District Food Service.

- **Holiday/Class Party**

Three classroom parties are held each year for K- 5 students. These are Fall Harvest, Winter Party, and Friendship Day. Holiday class-wide treats may be an individually wrapped treat for your child's classroom or ordered from Glenwood School District Food Service. There are a variety of allergy-safe items at affordable prices.

- **Classroom Daily Snacks**

Some classrooms have time for snacks each day at the K-5 level. Items for snacks must be store purchased. Snack information will be provided by each classroom teacher. If a student in your child's classroom has a food allergy (you would have been notified by a note from the Health Office at the beginning of the year) please

follow peanut-free guidelines. Each teacher will communicate their classroom snack policy with parents and guardians at the start of the school year.

Glenwood Food Service Catering

Phone: 712-527-5029

Email: foodservice@glenwoodschool.org

CAMERA MONITORING NOTICE TO PARENTS

The Glenwood Community School District Board of Directors has authorized the use of video/audio cameras or other recording equipment on school district property and buses. The recordings will be used to monitor student and staff behavior, to maintain order on the school property and school buses, and to promote and maintain a safe environment.

Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student and/or staff disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child. Complying with Federal Law, if you do not wish to have your son or daughter's audio used in any disciplinary incident that may arise involving them for the current school year please notify your student's school principal in **writing by September 15th**. Failure to notify your child's principal in writing will be considered condoning the use of audio in a disciplinary incident involving your child. Please understand this pertains to the audio portion only of the monitoring system.

CUSTODY/PROTECTION ORDERS

When parents are divorced, both parents may have equal rights where their children are concerned. **If a court order exists that limits the rights of one parent, a copy of the court order must be provided to the school(s) for the child's file. If the court order is not on file at the school(s), we must provide equal rights to both parents.** If you have any concerns about another parent, who no longer lives in the home, picking up your child, please make sure your child's classroom teacher and the office are aware of this situation.

Please provide the school with specific rights or needs for divorced or separated parents, if you need separate conferences, or duplicate report cards.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is age- appropriate and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to: alcohol or tobacco; clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks; making reference to prohibited conduct; or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement.

- Shoes shall be worn at all times. (This is also an OSHA requirement.)
- Hats and hoods will not be worn in the building.
- No Short-shorts, midriff shirts, or tops revealing undergarments or bare skin.
- Offensive or obscene lettering and/or pictures on clothing will not be permitted.
- The advertising of alcohol, drugs, or tobacco on clothing will not be permitted.

Please remember to check your child's class schedule and send tennis shoes on PE days. **No open backed shoes or flip-flops will be allowed to participate on PE days.**

Clothing torn in such a manner as to reveal undergarments will not be permitted. Baggy shorts or jeans worn below the waistline will not be permitted.

The principal reserves the right to censor any clothing which may be deemed offensive in nature. Students who violate these rules will not be permitted into class until appropriate changes have been made.

EARLY RELEASE SCHOOL DAY

Early release school days are scheduled each year to allow for teacher training, planning, and parent teacher conferences. These days are listed on the 2023-2024 school calendar in this handbook. Monthly newsletters will serve as a reminder of the early release days. Please see teacher communication for schedule changes.

CURRICULUM

If at any time parents and/or guardians have questions or concerns about the district's curriculum or school activities, please do not hesitate to contact your child's respective principal. The principal will make every effort to respond to your questions or concerns and, if necessary, arrange a personal conference. When course content contains issues on which people hold varying opinions, Board Policy 603.6 will be followed.

If you would like to see the curriculum that is District approved, please use the following link:
[Curriculum Library Website](#)

DISTRICT DEVELOPED INSTRUCTIONAL SERVICES DELIVERY SYSTEM

Under an educational project called the "District Developed Instructional Services Delivery System" the Glenwood School District and the Loess Hills Area Education Agency (AEA 13), with the Iowa Department of Education's approval and support, are offering greater opportunities for teachers and students to receive assistance. This service was previously available only to students in special education.

With this procedure, Green Hills AEA staff (school psychologists, social workers, special education consultants, speech/language pathologists, audiologists, occupational therapists) along with special education teachers working in our school will have the opportunity to work in consultation with all teachers and provide direct help to any student, individually or in small groups.

If your child is receiving help for an extended period of time, you will be asked for your input and will be kept informed of your child's progress. This is a great opportunity for our school district to broaden the scope of potential help for all students. If you have any questions, please feel free to contact the Green Hills AEA office at 712-366-0503 or the guidance counselor/building principal.

ART

Art is one means of seeing, analyzing and reacting to the world. It's an avenue of expression that is safe, fun, and dependent more on image than words and an alternative for those with difficulties in verbal expression.

Glenwood Elementary students are provided an art experience starting at the kindergarten level, meeting with an art specialist. In this class, students will experiment with various art media, learn about their own and other cultures as they relate to art, become familiar with famous artists and their work, learn to look for certain properties and techniques used in artwork, become articulate when speaking about art, and find ways that art is applied to various kinds of work in the adult world. Students will be given the opportunity to express themselves and their feelings visually within the confines of the discipline of the classroom and the medium used. They will be encouraged to believe in their own self-worth and the validity of their work.

COUNSELING

Individual Counseling: Students may be referred to the counselor by a parent or a teacher. Students may also request a visit. The counselor and the student talk on a “one to one” basis to help the student with concerns.

Small Groups: Students are put in small groups of about three to five children. They usually share the same concerns or problems and can benefit from interacting with each other. This could be a group of students whose parents are divorced or who may be having trouble in school related matters.

Classroom Counseling: Topics that will benefit all the students are covered with the entire class. Areas for discussion can be ones that address the developmental needs of a certain group.

SEL (Social Emotional Liaison)

The building SEL Liaison supports social-emotional learning for all students and assists teachers in providing interventions for students who need more intensive levels of support for SEL. These interventions may be delivered in small groups or individually depending on the students' needs. The SEL liaison works alongside school staff and serves as a liaison between the school, families, and community organizations.

MEDIA CENTER

Our school library on a regular basis offers more than 7,000 books, magazines, and reference volumes. Every class visits the library. There are books at all reading levels, and in all areas of interest. Open time is also available during the day for individual or small group visits with the teacher's permission.

Every year our elementary schools have two Book Fairs. All students have an opportunity to visit the fair and join in the special activities accompanying the fair. Books may be purchased from a wide variety of reading levels and price ranges. Parents are encouraged to come and visit the fair during their child's scheduled school time visit or an evening session. The book fair supports purchases for the media center.

MUSIC

In elementary school, students are encouraged to express themselves through singing and movement. Students explore rhythm, melody, and harmony through singing and moving to a variety of songs. In addition, students grow in their appreciation of music through an introduction to instruments of the orchestra and the music and lives of famous composers. Students are also introduced to styles including Jazz, Latin American, and Modern Classical music. The focus of the program is to help develop an appreciation and lifelong enjoyment of music.

PHYSICAL EDUCATION

It is the purpose of our schools to provide an exemplary program in physical education for all students. This is an integral component of the educational experience. The aim of physical education is the development of physically, mentally, emotionally, and socially fit citizens through physical activities. All students will have an opportunity to be involved in activities that will enable them to meet their needs in these areas. Students will learn the importance and fun of physical activity. They will be taught proper stretching and exercising. Large motor skills will be taught along with basic rules to different games. While playing games, the students will learn respect, cooperation, working with others, good sportsmanship, techniques, and individual skill improvement.

Flip-flops and open backed shoes are not allowed in P.E. class due to safety reasons (this includes “hey dudes” and crocs). If sandals or flip-flops (hey dudes or crocs) are worn to school, please send tennis shoes to change into for P.E. class. At West, if students continually have inappropriate footwear needed for participation, time will be made up outside of PE class. (Phone calls will be made to ensure parents are aware of the need for proper footwear.)

Students may only be excused for 2 sessions with a parental note. A doctor’s note is required for anything more than 2 misses. A doctor’s release note is required to return to PE.

AEA School Based Representative

The Glenwood Community Schools utilize a part-time special education representative through the Area Education Agency. Parents and teachers may request a student be referred to the representative. Follow-up conferences are held with parents to assist in helping the child.

TALENTED AND GIFTED PROGRAM

The Talented and Gifted Program at our elementaries focuses on the academic areas of reading and math.

All students need a chance to find and develop a talent no matter their level of ability. This program allows for this to happen and provides those identified as high ability learners with the advanced curriculum they need.

The emphasis of the Talented and Gifted Program is in the areas of reading, language arts and math. Activities and opportunities which are differentiated in content and intent are structured to assist the student in assessing and capitalizing upon their unique abilities, talents, interests, and needs. These activities are geared toward mastery of skills and concepts in the areas of reading, language arts, and math, while at the same time developing self-directedness, self-expression, the ability to do independent study, and creative and productive thinking.

State guidelines suggest that only 1% of the elementary school population screened should be selected to participate in the program for talented and gifted students each year. On the basis of test scores, classroom performance, teacher recommendation, and interest in the areas of language arts, reading, and math, students are selected by the Student Enrichment Team to participate in the program. Parents interested in having their child considered for the program should contact the Talented and Gifted Teacher, Jennifer Tallmon.

Many students are very bright, but do not meet all of the criteria of identification. General education teachers know who these are and make accommodations for their learning. These students may be recommended for identification in the future.

Students are identified by a committee consisting of at least one teacher from each grade level, the school principal and the Talented and Gifted Educator to participate in the pull-out program of math and/or reading. An identified student has met the criteria necessary and an advanced curriculum is needed. The team identifies

students on the basis of ISASP scores, IQ scores, and classroom performance, teacher recommendations and interest. Students may be nominated for identification by anyone, including self.

TITLE I READING/MATH

The Title I teacher provides additional support to students who have learning needs in reading and math. The Title I teacher works cooperatively with the regular classroom teacher so that the support provided to students reinforces the learning in the regular classroom. Students may receive instruction from the Title I teacher in their regular classroom or in a small group.

EDUCATIONAL PROCEDURES

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, etc. is not tolerated. The code of conduct in this handbook identifies how this issue will be addressed.

WORK OUTSIDE OF CLASSROOM

Work assigned outside the classroom as practice for concepts and skills, or as background to participate in the next day's lesson will not be used in the calculation of a grade on an outcome, component, or a subject. The students' work will be corrected, feedback will be provided and it will be recorded.

Students are expected to complete work as assigned in order to practice essential skills for which students will be held accountable. The record of work completion will be used to help determine a student's "Citizenship/Employability Skills".

K - 5 Math, Fine Arts & ELA Grading Scale for Outcomes Completed **2023-24 School Year**

Outcome Scale Score	GCSD Academic Descriptor	Student-Friendly Description	Teacher Look-Fors	Outcome Progress Trend Indicator (*requires comments)
4	Exceptional	I have demonstrated deep understanding that consistently shows I can demonstrate the outcome and sometimes connect my learning with other outcomes.	Connecting outcomes to one another independently; demonstrating consistency over time of grade-level outcome	Met (M)
3	Proficient	I have met the components of the learning outcome.	An expectation of what all learners should know or do; consistently meeting grade level expectations	*Met (M) or *Progressing (P)
2	Minimum	I have the foundational	Simpler procedures; isolated details	Progressing (P)

	Proficiency	skills and knowledge for the outcome and I am almost there.	or vocab; approaching grade level expectations on skills/knowledge	
1	Not yet Proficient	The evidence/demonstration that I've submitted shows I have a long way to go to reach the outcome goal.	With help student can perform portions of 2.0 and 3.0; student is beginning to show evidence towards components; little to no evidence of grade level evidence	*Progressing (P) or *Not Progressing (N)
I	Incomplete	I have not submitted/demonstrated evidence of learning for the outcome.	Incomplete evidence to evaluate	Not Progressing (N)

STUDENT INTERVIEWS

Students may not be interviewed by any person except an employee of the Board of Education without the approval of the principal. No principal shall grant such an interview unless he/she deems it essential to the welfare of the child, or as may be required by the police or court officials.

In cases where the Department of Human Services, police, or court officials request an interview with a child because of suspected abuse, parents/guardians need not be notified, and the building principal or his/her designee may or may not be present if deemed to be in the best interest of the child.

REPORTING STUDENT PROGRESS

Reporting student progress is the result of daily evaluation of your child. **If at any time a parent has a concern regarding their child's progress, they can call to set up an appointment with the teacher.**

RETENTION (Remaining in the same grade)

Retention can be a difficult subject for the teacher, parent and child alike. It is not recommended unless a teacher feels a child lacks the prerequisite skills (physical, social, intellectual, or emotional) necessary to be successful in the next grade. Each child is unique in his/her development. Not every child learns to walk or talk at the same age. The same is true when it comes to learning to read, adding numbers, etc. Individual grade levels act as a building block or stepping stone for the next and when a child has not successfully achieved those skills needed to build on for the next year, retention exists as one option to be considered. In any case, parents and children need not feel they are failures. We, as parents and educators, realize that some children will reach developmental milestones at different rates than others the same age.

If you have questions or concerns about your child's progress or development, please discuss the options with your child's teacher. If a meeting is needed to review learning progress, parents should feel free to schedule a conference with school personnel. Retention is not a sign of failure.

STANDARDIZED TESTS

In the Spring all 3rd - 5th grade students are given a standardized test called the ISASP (Iowa Statewide Assessment of Student Progress). This test is used to determine academic progress for individual students, for groups of students and for the school district. All students are tested unless excused by their Individualized Education Plan (IEP).

Once every Fall, Winter, and Spring the State of Iowa requires all students take a reading screener assessment. We use the State's testing platform, FASTbridge. These results are shared with parents and guardians after each testing window.

Screeners are designed to provide a rough indicator of mild, moderate, and severe risk in reading skills. It always over identifies students at risk to ensure early intervention takes place. They are useful for determining the "health" of the student and identifying appropriate starting points for instruction, planning instructional groups, and identifying who needs further assessment.

TRANSFERS - WITHDRAWALS

Please let the school know if you are preparing to move. We need time to get information ready to be sent to your child's new school. We can also help to ease the transition of a student going into a new experience. If you are moving and are withdrawing your child from school, please notify the office in advance of the withdrawal.

EMERGENCIES

BUILDING SECURITY

Our buildings are fully secured buildings. The entrance doors will be locked at all times. When school is in session you will only be able to enter the main office door. You will need to use the buzzer to enter the building. Parents and visitors may be asked to identify themselves prior to admittance. After being granted entrance to the building all parents and visitors must sign in/out, state the purpose of their visit and fill out a visitor's badge. In some situations, parents/visitors may be asked to show personal identification.

EMERGENCY EVACUATION

In the event that there is an emergency in which the students cannot safely stay on school grounds (such as a fire in the winter, etc.) an emergency plan is in place. The students will be taken to an off site location. **For a safe evacuation, it is critical that parents do not attempt to come to the school. Parents should give the emergency personnel time to ensure the safety of all children.**

EMERGENCY SCHOOL CLOSING

When there is inclement weather and school is either called off, delayed or dismissed early; the announcement will be made by radio stations KMA (960), KFAB (1110), WOW (590) also TV Stations KMTV (3), WOWT (6) and KETV (7). Each staff member will be receiving a call that will be put into effect on mornings of school cancellation or delays from the school messenger.

Cancellation or late-start announcements will be made on the above media as early in the morning as possible, and also will be recorded after 7:00 a.m. on the bus garage answering machine at 527-4116. Please do not call school personnel at their homes for this information.

If school is in session and threatening weather conditions occur, an announcement will be made immediately on the above stations that school will be dismissed early.

We have a real concern when an emergency early dismissal occurs. During this time our phone lines become very busy and it is difficult for parents to get a message to us. Many times a parent is out of the community on that day, and we are unsure of where that child should go. Your child needs to know what to do in case of an unexpected early dismissal. Please go over this procedure with your child, pre-plan. Calling a parent is not a plan.

FIRE AND TORNADO DRILLS

Drills are held throughout the year so students may become familiar with the proper procedure. Fire exit plans and tornado safety locations are posted in each classroom. Walk through drills will take place the first week of school.

LOCKDOWN -BUILDING EMERGENCY PLAN

As part of our ongoing process to help make our school a safer place for children, we will have lockdown practice drills periodically. Teachers and students will practice our lockdown procedures to keep up to date on our Building Emergency Plan.

FIELD TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Upon online registration, parents are asked to select approval for their child to attend any and/or all field trips during the school year. You will be notified by your child of the dates, times and locations of field trips.

FOOD SERVICES PROGRAM

Glenwood Community School District provides a computerized system that allows participants to deposit money into a Food Service account from which they may draw to purchase lunch, breakfast, and ala carte items using a Personal Identification Number (PIN). The Food Services Program will issue each student and school staff a PIN number to use when purchasing meals or other food items. Students are assigned a PIN when they start school and will keep the same PIN through graduation, unless there is a reason to change the number. Please deposit money into your student's account at registration, when the account is low, or use EZSchoolPay.com online. Money left in accounts at the end of the year will stay in your student's account unless we receive a written request for a refund from the parent or guardian.

Food Services must collect money for accounts in the early part of the school day. Due to time constraints during the lunch service time, we cannot accept money for deposit during lunch. Meals must be paid for in advance; therefore, money needs to be put into the account before purchasing can begin.

Reminder notes will be printed at Elementary schools. Please contact your student's teacher if you do not receive the reminder notes. Reminders start when an account reaches \$10.00 or less. Middle School and High School students are told in the line when the balance gets low. We do not send reminders home at this age level.

We offer EZSchoolPay.com so parents can monitor their child's meal account balance, online transactions and set up a payment reminder email for FREE. Also, parents may make prepayments into their child's account anytime using Visa or MasterCard (credit or debit). A convenience fee of \$3.00 is charged by the school district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. If you wish to use this service, you may sign up at www.ezschoollpay.com.

The Food Service Clerk at your child's school or EZSchoolPay.com can provide you with a printout of your student's account. It will show when money was deposited, when money was deducted, and what was purchased from the account. Parents need to notify the clerk if they would like to "block" a student from receiving breakfast or ala carte items, or put spending limits on their account. If you have additional questions about your food service account, contact the clerk between the hours of 8:30 a.m. to 10:30 a.m. or call the food service office at 712-527-5029.

An Iowa Eligibility Application (Free and Reduced) form must be renewed each school year. You can fill out an application online at www.EZmealapp.com or pick up a printed copy at any building office. Students approved for FREE meals may eat both breakfast and lunch at no cost. Students approved for REDUCED priced meals may purchase breakfast at a cost of \$.30 and lunch at a cost of \$.40 daily. Free, reduced, and full paying students may purchase milk for \$.40 for a sack lunch, but this is **not** part of the Free and Reduced meals program. There must be money in the account to purchase milk for a sack lunch. We ask that parents not send bottled/canned soda with sack lunches.

We encourage family members to come share lunch with the students. We request that guests coming to eat with their student/s notify the kitchen before 9:00 a.m. Parents may deduct the cost of their meal from their student's account or bring correct change to pay in cash. We request that guests do not bring "outside restaurant" food to the cafeteria.

All Food Service forms are located on the Glenwood Schools Website www.glenwoodschools.org under the departments tab and then food service section.

If you have any questions regarding the Food Services Department or your child's account, you may contact the Food Service office at 712-527-5029.

GIFTS

Giving gifts by children to school personnel is not encouraged. It is also recommended that students do not share gifts with each other during the school day. In the past, students have received gifts here at school, from a parent or friend. This has been a topic over the years and we are asking and strongly encouraging parents to see if there is a way, other than school, to get this gift to their child. The major consideration in this matter is that not all students receive these types of gifts. At this age, the hurt feelings surface when someone in class walks in with a big balloon or flower arrangement. Kids have a tendency to think about why they didn't get one or why "Suzy" always gets things like that. Please give your child their gifts at home. In our schools, we want to do what is best for all children. Thank you for honoring this request. All students will benefit in the long run.

HOMECOMING

Homecoming is a big community event held every fall. K-5 classrooms get involved in building floats and our students either ride or walk behind the floats in the parade. We encourage parents to help with the float building during homecoming week. The Homecoming parade this fall is Sept. 15, 2023.

INVITATIONS

One of the cruelest blows a child can receive is to stand empty handed, watching others open invitations to a party. No child should have to experience this misery. Therefore, if you do not have the facilities or resources to invite all the boys and/or girls in your child's class, please mail invitations to the guests' homes. We will not pass out invitations to select groups of students. Teachers may not forward electronic invitations. We encourage you to reach out to families personally. These incidents may seem trivial to an adult, but to a child, they can be extremely hurtful. Please do not allow your child to contribute to the unhappiness of another. We appreciate your cooperation in following this policy.

KINDERGARTEN ENTRANCE AGE

By state law Kindergarten students must be (5) years of age on or before Sept. 15 of the current school year. Proof of birth or other comparable document must be presented before the child may enroll. Prior to enrollment a completed health and immunization certificate must be turned into the office. **YOUR CHILD WILL NOT BE ALLOWED TO COME TO SCHOOL UNTIL ALL THESE DOCUMENTS ARE RECEIVED IN THE MAIN OFFICE.**

LOCKERS

LOCKER USE (GUIDELINES)

Those students who are assigned a locker will be issued locker numbers as soon as school begins. These lockers are loaned to students by the school so they will have a place to keep outside garments. The lockers remain the property of the school and may be searched by school personnel in either the presence of the student or at least one other person and/or a drug sniffing animal at any time.

LOCKER SEARCHES

School Officials may periodically inspect all or a randomly selected number of lockers without prior notice. Any inspection of lockers shall only occur either in the presence of the student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished by using such methods including, but not limited to, a visual search of lockers by school officials, or others hired at their direction, or a drug sniffing animal.

LOST AND FOUND

We ask parents to put a label or name tag on items such as boots, coats, mittens, lunch boxes, etc. Names help to settle the question of ownership. Each school keeps a lost and found area. This area is usually overflowing with unclaimed items. Children and parents are asked to look through the items in case a loss has occurred in your family. At the end of each quarter, we will donate articles not claimed to the Mills County Storehouse.

LOST LIBRARY BOOKS

Reading is very important! We see the benefits of children taking books home and reading to their parents. We are glad we can provide this opportunity for families through our school libraries. However, lost books are expensive to replace. We need students and parents to work together with us in returning books in a timely manner. This will enable others the opportunity to check out and enjoy the books. If a book is not returned your child may be assessed a fine or fee to replace the book.

MONEY AT SCHOOL

Students should not carry any extra money to school. If a student needs to bring money to school, it is best for the student to notify his/her teacher upon arrival and the teacher can then hold the money. **The school is not responsible for lost or stolen money.**

Also, any time a student brings money to school for some type of project. It is very helpful to the teacher if you would put this money in a sealed envelope with the child's name and his/her teacher on the outside of the envelope and label the purpose of the money.

PETS

Pets may be brought to school only with the permission of the teacher and building principal. An adult must be able to take the pet home immediately after sharing it with the class.

PHONES

CELL PHONE (any electronic device) USE

At school students have access to a phone and with permission can call home at any time. In addition, you may call the school and we can reach your child immediately. However, we do realize that for some families communication via a cell phone is desired. With this in mind, a policy has been established. **Cell phones /I Watches/Apple Watches or any internet /phone capable device may be brought to school but should be turned off and not used once students enter the building and not turned on until they are outside of the building.** Students then can use their cell phones outside the building – before and after school and following activities if they do so appropriately. Teachers and administrators will confiscate phones if they are on or should they interfere with the efficient running of the school day. Phone violations will result in the following consequences:

- 1st offense – Students may pick up the phone in the office after school is dismissed.
- 2nd offense – A parent or guardian may pick up the phone in the office.
- 3rd offense – A parent or guardian must pick up the phone in the office and a detention will be issued.
- 4th offense – A parent or guardian must pick up the phone in the office and In-School Suspension will be issued.

July 2021 - Board Policy 501.11

STUDENT POSSESSION AND USE OF ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others.

Misuse of any electronic device whether District or student owned, including personal cell phones, that interferes with a positive, orderly District environment does not respect the rights of others and is expressly forbidden.

As used in this policy, "electronic devices" means anything that can be used to create, capture, transmit or receive audio, images, video or data.

Students are prohibited from using electronic devices in any manner in District buildings, while on District premises, or on District transportation other than for purposes specifically permitted by authorized District personnel. Authorized student use of electronic devices shall be consistent with and in compliance with all applicable laws and District policies, rules, regulations, and procedures governing the use of electronic devices, District networks, and District internet access.

Students are prohibited from using electronic devices for the purpose of browsing the internet; composing or reading email and text messages or making or answering phone calls while driving a motor vehicle on school property.

The use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff or other individuals. The use of electronic devices at District sponsored activities outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated and shall be subject to discipline, including suspension or expulsion.

Confiscated devices may be picked up at the administration office in the appropriate attendance center by the student's parents or guardians. Students have no right of privacy as to the content contained on electronic devices that have been confiscated.

TELEPHONE USE

Parents are encouraged to make all necessary arrangements with their child prior to school regarding the schedule and activities for the day. Allowing students to call home for forgotten items or minor things is discouraged.

REQUESTS TO STAY INDOORS AT RECESS

Research shows that fresh air and exercise are a beneficial part of our elementary students' day. Therefore, a physician's note is needed for any child who requests to stay in from recess.

When temperatures are below 50 degrees we encourage all students to wear a coat and dress appropriately. We work very hard to monitor the wind chill and temperature using the Weather Channel and the Child Care Weather Watch Chart to make sure our students do not go outside, or stay outside for any length of time, when the conditions are unfavorable. Therefore, we suggest your child should always have a warm cap, gloves, and jacket as well as some type of protective footwear (boots). **PLEASE LABEL ALL ITEMS YOUR CHILD WEARS TO SCHOOL WITH THEIR NAME.**

SCHOOL COMMUNICATIONS

NEWSLETTER MONTHLY

Monthly emails will be sent to families by the principal. The monthly Newsletters are published on the school web site at the beginning of every month. Go to www.glenwoodschools.org, go to schools, choose your building and click on the current newsletter.

PARENT-TEACHER-STUDENT COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or telephone. If you call during the school day, the office will leave the teachers a note to return your call. Teachers will not be interrupted to take a call during their class time. Parents are asked not to call and request to speak to their child during the school day unless it is an emergency. Messages can be left in the office and the student will be notified at the appropriate time. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. Should a problem occur we request you use the following sequence: First visit with the teacher. If that does not resolve the issue then schedule a conference with the principal. If your concerns are still unmet contact the Superintendent. Lastly you may ask to be put on the School Board agenda. Our hope is to resolve the issue as early as possible with those immediately involved.

PARENT-TEACHER CONFERENCES

Two scheduled Parent -Teacher Conferences will be held. The first one is at the end of the first quarter and the second one is during the third quarter. Parent -Teacher Conferences are one of the most important ways you can learn about your child. You are welcome to schedule a conference any time during the school year. Please contact the teacher to schedule a conference. Here are some ideas to help you for Parent -Teacher Conferences:

1. Plan for the conference. Before you go, write out questions you would like to ask. Some suggestions may be: Does my child get along with others? How is my child's behavior in class? Does my child read at the level you would expect for this grade? Is my child able to do math that would be expected for a student at this grade? What are my child's strengths and weaknesses?
2. Keep an open mind. Your goal is to work for cooperation between you and your child's teacher.
3. Ask to see your child's work.
4. Ask for suggestions. If your child is doing well, ask what you can do to keep them on a positive track. If there are problems, ask what you can do to help.
5. Clarify and summarize as you go. Teachers sometimes use educational buzz words. If you don't understand something the teacher says, ask them to explain.

Please make every effort to attend your conference and if you absolutely cannot, contact your child's teacher to set up another time.

APPTGEY/THRILLSHARE

In 2023, GCSD transitioned from School Messenger to Apptegy/Thrillshare. Thrillshare is a quick alert messaging service that the Glenwood Community School District is using for emergencies, weather-related closures/delays, attendance and general communications such as important school announcements and e-news. Thrillshare will enhance the district's ability to communicate regularly with parents and staff in multiple languages using text messages, phone calls, and emails.

Thrillshare also gives us the ability to communicate via an app specifically dedicated to GCSD that is available for download on both Android and Apple platforms. Thrillshare is also tied to district social media accounts so that messaging can be distributed to a number of sources through one platform.

In order to ensure that your contact information is correct and up to date, it is imperative that you have a Parent PowerSchool account set up and that you review, edit, and provide contact information that is correct during Online Registration. If your phone and email information is correct in PowerSchool, you will automatically be signed up to receive text, phone, and email messages from Thrillshare. Social media and the GCSD Thrillshare app will require voluntary participation on your part through Facebook, Twitter, Instagram, or downloading the app. Outside of Online Registration, if you have changes in your phone numbers or emails, please contact your student's building to have the information changed in PowerSchool. These corrections will automatically be changed in Apptegy/Thrillshare

SCHOOL HOURS & DAY

SCHOOL HOURS & SCHOOL DAY- NORTHEAST

Classes begin at NE at 8:05 and end at 3:00. Students that do not ride the bus SHOULD NOT arrive before 7:45 a.m. There is no direct supervision for these students before 7:45 a.m. In the past, problems occurred with students arriving too early without supervision. The only exception to this rule would be students who eat breakfast. Breakfast students are permitted to enter the building after 7:45 a.m. The following rules apply to dismissal:

- Students being picked up on Vine St. will be dismissed at 3:00. Parents stay in their vehicle and a teacher will bring students to the curb side door. It is important to pull forward before loading students to keep traffic flowing.
- Students being picked up on the lower lot (Linn St.) will be dismissed at 3:15. Parents must get out of their cars and walk up to the staff member on duty to release their child. No child will be allowed to walk through the parking lot unless escorted by an adult.
- A shuttle bus will transport students to other schools, but you must contact transportation to set up this service.
- Any Northeast students that wait for a brother, sister, or friend coming over on the shuttle bus will be supervised. from the West are expected to wait in the library.

SCHOOL HOURS & SCHOOL DAY- WEST

Classes begin at West at 8:10 and end at 3:10 Students that do not ride the bus SHOULD NOT arrive at school before 7:45 a.m. This is to prevent any problems that may occur when students arrive too early. There is no direct supervision for these students before 7:45 a.m. However, students who eat breakfast will be permitted to enter the building after 7:45 a.m.

Students walking, being picked up or riding the shuttle to Northeast or Kid's Place will be dismissed at 3:10.

Bus students will be dismissed at the 3:15 p.m. bell.

DROPPING OFF AND PICKING UP STUDENTS - NORTHEAST

Linn Street drop off (Lower Lot)

In the morning, park in the bottom lot off Linn St. and either walk your child to the crosswalk or to the building entrance.

Linn Street pick up (Lower Lot)

Available ONLY for families pickup both a Northeast student and a West Student who arrives to Northeast on the shuttle bus.

At the conclusion of the day park in the bottom lot and wait for your child to be walked down to you. Please pick them up in the yellow striped square in the lower lot. Children will not be allowed to walk through the parking lot without an adult, due to their safety with moving cars.

Vine Street

- Vine St. will become a ONE-WAY street going north during the following times:
 - 7:45 - 8:30 a.m. and 2:45 - 3:30 p.m.
 - There will be a "DO NOT ENTER" sign placed on 10th St. at E. Florence Ave.
- In an effort to provide another layer of safety for our youngest students we ask parents to secure a Car Tag to display on their rearview mirror. These can be picked up at the NE office once a parent /guardian has registered their car and student.

DROPPING OFF & PICKING UP STUDENTS & PARKING -- WEST

Please use the playground for parking when bringing or picking up your child before or after school. For safety reasons **please do not use** the bus loading zone north of the building or Sharp Street in front of the school (Sharp St. is now for buses only during drop-off times). The alley behind the school and the back parking lot are off limits to students and parents. Myrtle Street is posted one way only (south) in front of the school between 7:30 - 8:30 a.m. and also between 3:00 - 3:30 p.m. **Please follow these simple rules to keep all of our students safe.** After school there are approximately 500 students leaving the West School in a 15 to 20 minute period. We do **NOT** want an accident to occur. **Each grade level is assigned an entrance and exit door. Fourth grade** is designated to use the west doors above the playground. **Fifth grade** is assigned to use the northeast end doors when arriving and the main entrance doors when leaving. **Third grade will** enter from the north middle doors, (main entrance) and exit through the northwest doors.

RELEASING STUDENTS

Any child leaving the building for any reason during the school day MUST be signed out at the office. **We ask that you come to the office to pick up the student.** No child may be dismissed before the regular hour for dismissal without the approval of the principal. No teacher may permit an individual student to leave school prior to the dismissal hour at the request of anyone other than a school employee, police officer, court official, or the parent/guardian of a child unless the permission of the parent has been secured. To help ensure the safety of our students, all dismissals should be checked through the office. Children are not to return home to get money, supplies, homework, etc. without the permission of the principal. We do not allow children to return home during the school day unless we have contacted parents.

STUDENT CONDUCT BETWEEN HOME AND SCHOOL

Parents/Guardians are responsible for their child's conduct in route to and from school. Misconduct will result in notification of parents/guardians.

SCHOOL PICTURES

The Glenwood Community Schools contract annually to have pictures taken of the school children early in the year. Information regarding prices, times, days will be distributed via a bulletin from school.

SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students that have destroyed or otherwise harmed school property may

be required to reimburse the school district. This includes damage to books in excess of normal wear and tear. In certain circumstances, student vandalism may be reported to law enforcement officials.

STUDENT HEALTH

School nurses function as part of the school's multidisciplinary team to bridge the gap between health, wellness, and learning. Working with parents, other health professionals, and school staff, the school nurse provides services for students that promote optimum health for academic success. School nurses possess the expertise to identify, assess, plan, implement and evaluate the health needs of the school community, including students with special health care needs. Please inform your child's school nurse of any health conditions, allergies, or medications the student needs to have during their school day. Parents/Guardians are asked to inform the school of any change in their child's health or physical limitations.

STUDENT HEALTH:

1. Accidents at School

In case of an accident at school, emergency first aid will be administered and parents will be notified by the Nurse or Health Associate. If the school is unable to contact a parent, emergency numbers provided will be used. Parents should notify the school of any changes in information.

2. Child Abuse and Neglect

All school employees are required by law to report any suspected case of child abuse or neglect to the appropriate law agencies.

3. Exclusion from School

Children who become ill, or have symptoms of illness at school, are sent home after parents/guardians have been notified. The following are reasons a child may be sent home:

- a. Contagious diseases
- b. Skin eruptions or suspicious rash
- c. Vomiting, diarrhea
- d. Abnormal temperature of 100 degrees or above
- e. Insufficient Hygiene
- f. Any health condition that, in the nurse's judgment, is of concern for the child's or other children's health.

A child suffering from a skin disease, or who had been absent from school because of an infectious or contagious disease may be required to present a statement from a doctor upon returning to school.

4. ALL children must have the following immunization:

- A. MMR - your child must have been at least twelve months of age when the first MMR is given and the second is to be given prior to entering kindergarten. The second dose must be separated from the first dose by no less than 30 days.
- B. 5 DPT - your child must have 5 dates for DPT with at least one after age 4.
- C. 4 DPT - your child must have 4 dates for Polio with at least one after age 4.
- D. 3 Hepatitis B - The Hep B vaccine is a series of three shots.
- E. 2 Varicella - the first one after 12 months of age, the second at least 28 days after the first.

- F. 1 TDaP - your child must have a TDaP booster before entering 7th grade in accordance with Iowa Dept. of Health Immunization laws.

Students will not be allowed to come to school until all immunization records are on file in the school office in accordance with Iowa Department of Health Immunization laws.

5. The Board of Education believes that the responsibility for prescription, possession, and administration of student's medicine lies with the parent/guardian and physician. However, the Board also recognizes that certain situations may occur in which it is necessary for medicine to be administered during the regular school day. In such cases the following procedure should be followed:

A. Written Approvals

1. Parents will need to send a note allowing the school nurse or trained personnel to administer the prescribed medication.
2. Prescriptions brought to school will be stored securely.
3. The school nurse or secretary will accept up to a month's supply of medicine.
4. The medicine must be brought by a parent to the school in a container with the pharmaceutical label which must state the student's name, prescription, dosage, and manner of administration. The school will not be responsible for any medication brought to school by students.

B. Condition of Administration

1. Except for emergency situations, only the school nurse/designee will administer or supervise the administration of medication.
2. Only the amount of medicine prescribed by the physician will be dispensed at any one time.
3. The person administering the medication will maintain a record of students who received medication and log each dose.
4. Parents are responsible for refilling their child's medication.

SCREENING

The school nurse provides a health program which includes vision screening in first, third, and fifth grade. Area Education Agency personal complete hearing screenings for students in preschool through third grade and all 8th grade students. Any students new to the district or those with a recent history of hearing loss will be tested. Parents will be notified if screening results are not within normal limits. These routine school inspections are not intended to replace regular medical and dental check-ups.

All kindergarten students are required to have:

1. Dental screening (and 9th grade students) on file at their school.
2. Vision screening
3. Lead screening
4. Complete immunization record
5. Birth certificate

HEAD LICE

1. Identification of students to be examined will be made based upon observable signs and symptoms by teacher or nurse or at request of parent or guardian.
2. Upon observation of signs and symptoms, trained school personnel will perform an exam of the student's hair.
3. Identification of live head lice or nits close to the scalp (1/2") is necessary before treatment can be recommended.

4. Effort will be made to contact the parent or guardian for immediate notification of identified head lice.
5. Parent(s) or guardian(s) of the affected student will be given printed instructions and specific instructions for treatment. Recommendations will be given regarding treatment of family, home environment, and other persons who may have had recent exposure to the student or home.
6. If one case of head lice is found in a class, efforts will be made for the school nurse or other trained personnel to check classmates and notes will be sent home to the parents.
7. Preventative information will be sent home to parents in the form of newsletters according to need as identified by the school nurse.
8. Student(s) may be rechecked upon return to school. (Parents will be encouraged to remove all nits)

BED BUG PROTOCOL

1. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. A live bug can be placed in a sealed plastic bag in the freezer until ready for pick up.
2. School principal, or designee, should contact the maintenance director for pickup.
3. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
4. Pest management will identify the specimen, usually the same day, and upon confirmation that it is a bed bug, they will notify the maintenance director who will notify the School Principal.
5. If a suspected bed bug is found on a student, he or she **should not** be sent home, but the parents should be notified.
 - a. It is not necessary for the student to be sent home or isolated from other students.
 - b. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
 - c. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
 - d. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**
6. If a student is believed to have brought a positive identified bed bug to school, consider notifying the student's parents or guardian and giving them the following suggestions:
 - a. If the home is being rented, notify a landlord immediately, especially if an infestation is suspected.
 - b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
 - c. Send only essential items to school with the student.
 - d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
 - e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

Notification of other parents should only occur if a classroom infestation is identified.

STUDENT INSURANCE

The Glenwood Community School District **DOES NOT** provide any type of medical insurance coverage for students who are injured while on school property. If parents/guardians want medical insurance for their child, it is their responsibility to purchase such insurance. Parents/guardians may purchase medical insurance from any agent they choose

HAWK-I MEDICAL INSURANCE

The school provides information for the Hawk-I insurance program. This program is designed for families without health insurance for their children. Information regarding this program is available in all school offices or through the school nurse. Online access www.healthcare.gov .

TRACK DAYS

A Kindergarten "Fun Day" will be held at the Glenwood Park and a modified track meet for 1st and 2nd graders will be held at the high school track. Both of these events will occur in May with the dates being finalized by March 31. Olympic Days are held for West students as well. These events occur in May at the end of the year.

TRANSPORTATION

AFTER SCHOOL BUSING

In May 2012 the district began a new process for after school busing. The school bus fleet was divided into four groups, sending one group of buses to each of the four school buildings at the same time rather than a caravan around town from one building to the next. The "Transfer Buses" begin to pick up at each building at 3:15 p.m. All students riding buses home are transported to the Middle School as a Central Transfer Point. Once all buses arrive at the Middle School students are then unloaded to their regular after school "Route Buses". When all students are loaded the buses leave from the Central Transfer Point to deliver children home safely. This change in routine enables the district to gain instructional time at the end of the day, shorten time students were on buses and save some fuel expenses. The Central Transfer Point will have staff on duty to assist students in locating the right bus orderly and safely each day. Staff will also ride the Transfer Buses to the Central Transfer Point the first two weeks of school to further assist students. Parents will not be allowed to pick-up students at the transfer point, so please make all after school arrangements at the building prior to 2:40 p.m. each day.

If you have further questions about our transportation, please call the Transportation Department 712-527-4116, M-F 6:00 a.m. – 5:00 p.m.

BUS REGULATIONS

Parents are to notify the school and the Transportation department when a child is not riding a bus, being dropped off at a different location, or not returning home on the bus. Riding the bus is a privilege. Improper conduct on the bus can result in that privilege being denied. If you have any further questions, please feel free to contact the Transportation Department at 527-4116.

NOTIFICATION OF BUS TRANSPORTATION CHANGE

The following guidelines will be followed regarding transportation changes:

1. If your child is getting off the bus at a place other than his/her normal end of the day destination, a phone call to the school and transportation department is required.
2. Students are only allowed to ride their assigned bus to and from school. We do not allow students to ride other buses home, due to capacity purposes.

HAND HELD DEVICES / TOYS

Students bringing electronic devices/toys to school (i.e. iPads, tablets, gaming systems, or even their own personal Chromebook, etc.) will need to keep them in their backpacks during school hours. The District provides computers for each student. Thus, it is not necessary to have these personal items out during the school day. The District will not be responsible for any damages, or loss of these personal items.

VISITORS

VISITORS AND GUESTS

Our buildings are fully secured buildings. The entrance doors will be locked at all times. When school is in session you will only be able to enter the main office door. You will need to use the buzzer to enter the building. Parents and visitors will be asked to identify themselves, their student, and reason for visit prior to admittance. After being granted entrance to the building all parents and visitors must sign in/out, state the purpose of their visit and fill out a visitor's badge. In some situations, parents/visitors may be asked to show personal identification. Visitors may only visit the areas indicated on the visitors pass.

Parents/Guardians are encouraged to visit, except for the first two weeks and the last two weeks of the school year. A parent/guardian will be contacted should a non parent request to visit a student during the school day. As a courtesy to the teacher, all visits and sharing (i.e. animals, pets) need to be pre-arranged. Please try to limit your classroom visit to one hour and avoid disrupting the regular classroom routine by bringing cameras or young children. A great time for parents to visit is lunch time. Please call **527-4886 ext 3112** (West) **527-4875 ext 2703** (NE) before 9:00 to order lunch. It is the district policy that students or friends from other schools will not be permitted to visit. **A background check is required to attend any recess.**

VOLUNTEERS WANTED

We would be glad to have you volunteer at our elementary schools. We hope that you will benefit from your experience as we know our students and teachers do.

The primary duty of a volunteer is to assist the teacher to which they are assigned. You will be scheduled to work on specific days and times. If for any reason you cannot work on your assigned days, please make other arrangements with your teacher. The teachers are counting on you, so please do not let them down.

Some of the ways in which you can help us are, doing art work, taking down and putting up bulletin boards, working with children, typing, cutting out letters, etc. If you feel that you are being asked to do more than can reasonably be expected in the time you have volunteered, or you are uncomfortable with the task, talk this over with your teacher.

At times, due to the nature of their duties, volunteers may become aware of information at school which must be treated as confidential. The volunteer may discuss the matter with the classroom teacher or the principal, but under no circumstances should they discuss such matters with other volunteers or unauthorized personnel.

Volunteers are not to be left alone in the classroom with the students. It is also not your duty or responsibility to correct or discipline any students. Disciplinary action is to be handled by teachers and staff members only. If a volunteer attends recess, our expectation is that the volunteer will set a great example to our students by modeling safe, respectful and responsible behaviors that follow our guidelines for recess behavior. **Sometimes it works best if the volunteers don't work in their own child's classroom. We'll work with our volunteers to make a job match with their time and talents. All volunteers must complete a background check with the district in order to volunteer.**

Student Technology Guidelines

Computers in Glenwood Community School District are available for use by the students, faculty, and staff. Please view the Glenwood Community School District Technology Policy at this [LINK](#).

DISTRICT POLICIES AND INFORMATION

District Policies are available at our website <http://glenwoodcsd.isfis.net/> click on board of directors and then on board policies.

104.1 EQUAL OPPORTUNITY AND NON-DISCRIMINATION, NON-HARASSMENT, NON-RETALIATION

104.1N2 CONTINUOUS NOTICE OF NONDISCRIMINATION

104.2 ANTI-BULLYING AND ANTI-HARASSMENT POLICY

104.2P ANTI-BULLYING AND ANTI-HARASSMENT INVESTIGATION PROCEDURES

405.2 ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

405.2R ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES REGULATIONS

500.3 HOMELESS YOUTH ENROLLMENT IN DISTRICT

500.5 OPEN ENROLLMENT PROCEDURES AS A SENDING DISTRICT

500.6 OPEN ENROLLMENT PROCEDURES AS A RECEIVING DISTRICT

500.7 OPEN ENROLLMENT PROCEDURES AS AN ALTERNATIVE RECEIVING DISTRICT

500.16 TRUANCY

501.7 SEARCH AND SEIZURE

503.8 STUDENT INSURANCE

504.1 STUDENT RECORDS ACCESS AND USE

504.2 STUDENT DIRECTORY INFORMATION

602.6 HEALTH EDUCATION

603 CURRICULUM DEVELOPMENT

604.6 TECHNOLOGY POLICY

701.3 MEAL CHARGES

902.8 TOBACCO AND NICOTINE PRODUCTS-FREE ENVIRONMENT

WEST ELEMENTARY SUPPLY LIST

2023-2024

3rd Grade Supply List

1 Pencil Bag

4th Grade Supply List

Colored Pencils

1 Pkg of Loose Leaf Notebook Paper (wide ruled)
 1 Spiral Notebook (wide ruled)
 1 Composition Notebook (wide ruled)
 1 Set of Earbuds or Headphones
 3 Plastic Two Pocket Folders
 36 #2 Pencils (3 dozen) Sharpened
 1 Box of 24 Crayons
 1 Box Washable Markers
 1 Black Sharpie Marker
 4 Black Expo Dry Erase Markers
 1 Highlighter
 2 Glue Sticks
 1 Pkg of Sticky Notes 3x3
 Scissors (5" pointed tip)
 1 Large Eraser (white pentel - high polymer)

OPTIONAL:

2 Boxes of Kleenex
 1 Tub of Disinfecting Wipes
 1 Box of Quart Storage Bags (Girls)
 1 Box of Gallon Storage Bags (Boys)

5th Grade Supply List

****NO LOCKER DECOR****

1 Set of Earbuds or Headphones
 1 water bottle
 1 Antibacterial wipes
 2 Pkg of Loose Leaf paper (wide ruled)
 8 Spiral Notebooks
 5- 2 Pocket Folders
 36 #2 Pencils (sharpened)
 1 Pencil Bag or Box
 2 large Erasers
 2 Black Dry Erase Markers
 2 Glue Sticks
 1 box 12 Colored Pencils
 2 Yellow Highlighters
 2 Packages Sticky Notes 3x3
 Scissors (Fiskars)
 1 Hand Pencil Sharpener w/ lid
 1 – 1 Inch 3 Ring Binder (no trapper)

OPTIONAL:

5 tab binder dividers
 3 Boxes of Kleenex
 1 box 24 of crayons

1 Box of 24 Crayons
 4 Medium Point Dry Erase Markers
 (boy- medium point, girl- fine point)
 36 #2 Pencils Yellow
 Pack of Glue Sticks
 Fiskar Scissors
 6 Pocket Folders with Prongs
 1 Large Eraser
 4 Single Subject Spiral Notebook
 2 Pkg Sticky Notes
 1 Black Sharpie Marker - Medium Point
 1 Inch Binder
 1 Set of Earbuds or Headphones
 Highlighters- Skinny Multi Pack
 Zipper Pencil Pouch - No Boxes

OPTIONAL:

1 Container of Clorox Wipes
 2 BOxes of Kleenex
 Boys- 1 Bottle of Hand Sanitizer
 Girls- 1 Bottle of Liquid Soap
 Zip Lock Baggies - boys gallon/ girls quart
 Paper towels

Northeast Supply Lists

<u>TK & KINDERGARTEN</u>	
1 backpack-large enough to hold a folder 1 school box (plastic) for their classroom supplies	OPTIONAL

Headphones (corded please, no earbuds) 2 boxes of 24 basic crayons 6 glue sticks (prefer classic, no scents or glitter please) Scissors-Fiskars work best 2 boxes of 8-10 washable broad line markers-basic colors 1 pink pearl eraser 1 box of colored pencils 4-5 #2 pencils 1 two-pocket 3 prong poly (plastic) folder 1 spiral notebook 4 thin dry erase markers 4 thick dry erase markers	2 large boxes of Kleenex 1 large bottle hand sanitizer 1 Container Anti Bacterial Wipe 1 roll –paper towels 1 box gallon size Ziploc freezer bags(zipper) 1 box quart size Ziploc freezer bags(zipper)
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<u>FIRST GRADE</u>	
2 Boxes Crayola Crayons (24/box) 1 Pkg. Pencils (#2, all wood,12 count) 6 Elmer's Glue Sticks (washable) 3 Plastic Folders (2 pocket); 1 folder with prongs 1 Pair Fiskars Scissors, ("For Kids" 5" blunt tip) 1 Pink Eraser (large latex free) 1 Notebook (spiral, wide ruled, 70 count) 1 Watercolors Paint Set (8 colors/brush) 1 Box Crayola Markers (washable, 8 count, classic colors) 1 Pack of Expo Markers (any size, black) 1 pair of Headphones (or ear buds) Change of Clothes (Top, Bottoms, Underwear, Socks)	OPTIONAL 1 pack of sticky notes Ziplock baggies (quart or gallon size) Cleaning Wipes 1 box of kleenex

<u>SECOND GRADE</u>		
Scissors, Fiskar 5" 8 Glue Sticks, Washable 2 Dozen #2 Pencils, Sharpened 2 Large Erasers 1 Box Crayola Crayons, 24 count 1 Pencil Case 2 Pkgs.Sticky Notes, 3x3 inches Expo Dry Erase Markers, Black 5 -2 Pocket Folders 1 Set of 8, Washable Markers, Wide Tip, Classic Colors 3 Spiral Notebooks, Wide Ruled, 70 ct	Watercolor Paint Set 1 Pair of Headphones	OPTIONAL Paper Towels Gallon Ziploc freezer bags Quart Ziploc freezer bags Sandwich or snack size baggies Hand Sanitizer Disinfecting wipes Kleenex

Half Day Preschool

1 backpack (labeled with child's name and LARGE enough to fit a notebook and a folder inside)

1 complete change of clothes appropriate for the season (VERY important)

1 pack broad markers

1 pack dry erase markers

1 pack glue sticks

1 bottle glue

1 set watercolor paints (Crayola preferred)

1 box of kleenex

1 roll of scotch or masking tape

1 pack of stickers

1 cup of play dough

1 pack of paper plates unwaxed

1 pack of small cups

2 fun art supplies from the following list: ribbon, feathers, finger paint, pom-poms, shaving cream, beads, glitter glue, buttons, googly eyes, bubbles, sidewalk chalk, cotton balls, finger paint paper or small pad of paper

Optional, but appreciated:

1 container of disinfectant wipes

1 roll of paper towels

1 package magic erasers

Full Day Preschool (Shared Visions)

- 1 backpack (labeled with child's name and LARGE enough to fit a notebook and a folder inside)
- 1 complete change of clothes appropriate for the season (VERY important)

- 2 fun art supplies from the following list: stickers, ribbon, feathers, finger paint, finger paint paper, pom-poms, shaving cream, beads, glitter glue, stamp pads, cotton balls, play dough, coffee filters, straws (small or large), small pad of paper or sticky notes
- 1 towel/blanket for rest time that will stay at school and be laundered weekly
- 1 box of kleenex
- 1 bottle of glue
- 1 package glue sticks
- 1 set watercolor paints (Crayola preferred)
- 1 package of paper plates
- 1 package small plastic cups
- 1 roll of tape
- Optional, but appreciated (choose 1): 1 container of clorox wipes, 1 package of hand wipes OR 1 package of magic erasers.

NOTE: If your child has an allergic reaction to sunscreen, please have your physician indicate this allergy on his/her physical form and send your own sunscreen.

GLENWOOD COMMUNITY SCHOOL DISTRICT 23-24 CALENDAR

August					Students Days/Hours	
M	T	W	Th	F		
	01	02	03	04		
07	08	09	10	11		
14	15	16	17	18		
21	22	23	24	25	3	19.5
28	29	30	31			
September						
				01	8	50.00
04	05	06	07	08	12	76.00
11	12	13	14	15	17	105.00
18	19	20	21	22	21	131.00
25	26	27	28	29	26	161.50
October						
02	03	04	05	06	31	192.00
09	10	11	12	13	36	222.50
16	17	18	19	20	41	253.00
23	24	25	26	27	45	279.00
30	31					
November						
		01	02	03	50	309.50
06	07	08	09	10	55	340.00
13	14	15	16	17	59	366.00
20	21	22	23	24	61	379.00
27	28	29	30			
December						
				01	66	409.50
04	05	06	07	08	71	440.00
11	12	13	14	15	76	470.50
18	19	20	21	22	79	490.00
25	26	27	28	29		
January						
01	02	03	04	05	82	509.50
08	09	10	11	12	87	540.00
15	16	17	18	19	91	566.00
22	23	24	25	26	96	596.50
29	30	31				
February						
			01	02	101	627.00
05	06	07	08	09	105	653.00
12	13	14	15	16	110	683.50
19	20	21	22	23	114	709.50
26	27	28	29			
March						
				01	119	740.00
04	05	06	07	08	124	770.50
11	12	13	14	15	128	796.50
18	19	20	21	22	133	827.00
25	26	27	28	29	137	853.00
April						
01	02	03	04	05	141	879.00
08	09	10	11	12	146	909.50
15	16	17	18	19	150	935.50
22	23	24	25	26	155	966.00
29	30					
May						
		01	02	03	160	996.50
06	07	08	09	10	165	1027.00
13	14	15	16	17	170	1057.50
20	21	22	23	24	174	1083.50
27	28	29	30	31	PTC	1099.50

*16 Instructional Hours for Parent Teacher Conference

Date	Event
August 14,15,16	New Teacher Orientation
August 17	Flex Teacher Work Day
August 18, 21	Professional Development Certified Staff K- 12
August 22	Welcome Back - All Staff
August 23	First Day students 3rd-12th grades
August 23	Early Bird Conf. K-2nd Grade: 11:00AM-6:45PM
August 24	First Day students K-2nd grades
August 28	First Day students Preschool
August 30	PLC Days - 2 Hr Early Dismissal
September 4	Labor Day (No School - Holiday)
September 15	Homecoming
September 18	Professional Development- No School
September 27	PLC Days - 2 Hr Early Dismissal
October 4,11,18	PLC Days - 2 Hr Early Dismissal
October 19, 24	Parent/Teacher Conference 9-12
October 23,24	Parent/Teacher Conference 6-8
October 24,26	Parent/Teacher Conference PK-5
October 26	End of First Quarter (44 Days)
October 27	No School
November 1	Professional Development- No Preschool
November 1,8,29	PLC Days - 2 Hr Early Dismissal
November 13	Professional Development- No School
November 22 - 24	Thanksgiving (No School - Holiday)
December 6,13	PLC Days - 2 Hr Early Dismissal
December 21 - 29	Winter Break (No School - Holiday)
January 1 - 2	Winter Break (No School - Holiday)
January 2	Flex Work Day
January 10,24,31	PLC Days - 2 Hr Early Dismissal
January 12	End of First Semester (87 Days)
January 15	Martin Luther King Jr. (No School - Holiday)
February 5	Professional Development- No School
February 7	Professional Development- No Preschool
February 14,28	PLC Days - 2 Hr Early Dismissal
February 19	President's Day (No School - Holiday)
March 6, 20	PLC Days - 2 Hr Early Dismissal
March 7,14	Parent/Teacher Conference 9-12
March 11,12	Parent/Teacher Conference PK-5
March 12,14	Parent/Teacher Conference 6-8
March 15	No School
March 20	End of Third Quarter (44 Days)
March 29	Spring Break (No School - Holiday)
April 1	Spring Break (No School - Holiday)
April 10,24	PLC Days - 2 Hr Early Dismissal
April 15	Professional Development- No School
April 17	Professional Development- No Preschool
May 1,8,15	PLC Days - 2 Hr Early Dismissal
May 19	Graduation - 2:00 PM
May 23	End of Second Semester (174 Days)
May 27	Memorial Day (No School - Holiday)

It is the policy of Glenwood Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) 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 Cindy Menendez, Equity Coordinator, 103 Central Street, Ste 400, Glenwood, IA 51534, (712) 527-9034 or gcsequitycoordinator@glenwoodschooldistrict.org.

Start of School: Yellow
Professional Development: Green
End of Quarter: Blue
No School: Pink
PT Conferences: Purple
Early Dismissal: Orange
PLC Days: Gold
Preschool

**Severe weather days not accounted for in this calendar will be added at the end of the year.

174 Student Contact Days
6 Holidays
7 PD Days
1 Work Day
2 PTC Days
190 Contract Days

District Calendar 2024-25