

# **GLENWOOD COMMUNITY ELEMENTARY SCHOOLS**

***K-5***

## ***STUDENT AND FAMILY HANDBOOK***

Elementary Schools Websites:

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

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

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

# **2024-2025**

Dear Parents,

Welcome to the 2024-2025 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 create and maintain a pleasant, orderly and safe, learning environment, where students can be successful.

We will make every effort to ensure that the 2024-2025 school year 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

## **Welcome to GCSD Elementary Schools 2024-2025**

**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:**

<b><u>Northeast Elementary</u></b>	
<b>Northeast Elementary Office</b>	<b>712-527-4875</b>
Mrs. Ashlie Salazar-Principal	salazara@glenwoodschoools.org
Mrs. Julie McMullen-Assistant Principal	mcmullenj@glenwoodschoools.org
Mrs. Amber Gaylord-Office Secretary	gaylorda@glenwoodschoools.org
Mrs. Bailey Elliott-Office Secretary	elliottbai@glenwoodschoools.org
Mrs. Jordan Killpack-School Counselor	hansenjor@glenwoodschoools.org
Mrs. Nicole Cherko-School Nurse	cherkonic@glenwoodschoools.org

<b>West Elementary</b>	
<b>West Elementary Office</b>	<b>712-527-4886</b>
Mrs. Kara Huisman-Principal	huismankara@glenwoodschoools.org
Mrs. Sunshine Crawford-Office Secretary	crawfords@glenwoodschoools.org
Mrs. Ashlee Hess-Office Secretary	hessash@glenwoodschoools.org
Mrs. Michelle Millar-School Counselor	millarmi@glenwoodschoools.org
Mrs. Nicole Cherko-School Nurse	cherkonic@glenwoodschoools.org

<b>Northeast Elementary Staff</b>	
Nicole Guild, Victoria Nauman, Beth Rasmussen, Jasey Segebrecht, and Madison Wray	Preschool Teachers
Elizabeth Jensen	Transitional Kindergarten Teacher
Katie Adam, Destiny DeLashmutt, Deb Fajardo, Dawn Hillyer, Jennifer Schneider, Kim Steinkamp, and Cameo Stephens	Kindergarten Teachers
Kim Alexander, Amy Benson, Sarah Boje, Kirsten Cashatt, Melonie Doyle, Jessica Jones, and Sue Peters	First Grade Teachers
Brad Asche, Paula Carman, Bobbi Hancock, Dara Harms, Matt Malskeit, Megan Rathke, and Sarah Smith	Second Grade Teachers
Jennifer Tallmon	Talented and Gifted
Amanda Pitzen, Randall Miller, Grant Stivers and Karen Sinner	Essentials Teachers-Music, Art, P.E., and Library
Krystal West	ELL
Tami Bertini, Mary Finn, Katie Larsen, and Melanie Schoening	Special Education Teachers
Kamden Elwood and Trisha Ruiz	Behavior Specialist Teachers
Rebecca Griffin and Lisa Leu	Title I Teachers
Jennifer Dillon and Jordan Lunzman	Speech
Lauren Smeal	Green Hills AEA Building Representative
Samantha Wilson	Social Emotional Liaison
Royene Bozek, Elizabeth Cook, Monica Davis, Nicole Hunt, Monique Jens, Evonne Kates, Carissa Kayl, Tina	Preschool Paraeducator

Razor and Memory Sneed	
Jaimie Fisher, Peggy Gage, Sam Johnson, Samantha Schmitt, and Mackenzie Zeski	Paraeducator
Danielle Bueltel	Transitional Kindergarten Paraeducator
Polly Young	Health Aide
Melissa Arbogast, Monica Mayberry, Shannon Silvius and Gracelynn Steiner	Special Education Paraeducator
Elizabeth Clark, Kyndal Nelsen and Jessica Martinez, and Sara Stanton	Behavior Specialist Paraeducator
Brandi Hendrickson, Kimberly LeFever, Shannon Starnes, and Sherry Wallace	Essential Program Paraeducator
Dan Jaworski, Justin Kaufman and Rick Stivers	Custodians
Ruth Congdon, Erica Keppard	Kitchen Staff
Derrica Hutchings	K-2 TLC Instructional Coaches
Megan Wake, Tami Bertini, and Julie McMullen	K-12 Special Education Coaches

<b><u>West Elementary Staff</u></b>	
Libby Baumert, Heather Diekmann, Michelle Fornoff, Shelly Murphy, Trisha Nanfito, Callie Rodenburg and Brandie Yates	Third Grade Teachers
Courtney Buthe, Amanda Cowell, Whitney Miller, Michelle Parks, Riley Wiederhold, Naomi Wilson and Marcia Van Ness	Fourth Grade Teachers
Brian Bertini, Diana Goos, Bree Jensen, Alison Tucker, Michelle Wegner and Kate Wilson	Fifth Grade Teachers
Jennifer Tallmon	Talented and Gifted
Megan Beery, Autumn Clemmer, Bryan Diekmann, and Cale Yates	Essentials Teachers - Music, Library, P.E. and Art
Krystal West	ELL
Sarah Joyce, Megan Newberry, Sherri Roenfeldt, Bailey Niemeier and Anne Vorce	Resource Teachers
Meg Schroeder	Title I/Interventionist Reading and Math
Jenna Sneed	Speech
Lauren Smeal	School Psychologist



Marissa Briley	Student & Family Advocate
Polly Young	Health Aide
Terry Hirst, Zach Akers and Diane Cooke	Custodians
Traci Ashburn, June Maddocks, Brandie Roberts, Louise Weber	Cooks
Rena Parks	Lunch Clerk/Manager
Amie Abbott	3-5 TLC Instructional Coach
Tami Bertini and Julie McMullen	K-12 Special Education 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. All disciplinary actions will be carried out following our behavior policy which is outlined in this handbook.

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 stimulation 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 uses a guaranteed and viable curriculum that is built on a solid foundation of essential outcomes and components based on state standards. The curriculum will be designed to require all students to stretch their capabilities, teaching critical thinking and the processing of information.

Foundational skills and concepts will be emphasized at all grade levels and will be taught using highly effective instructional methods. Technology will be incorporated into the curriculum as an effective instructional and learning tool. The curriculum will be regularly reviewed by a district and parent team to ensure rigor, viability, and relevance.

## **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..**

## **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.

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 712-527-5264.

## **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

### VISITOR GUIDELINES

Our buildings are fully secured with locked entrance doors. During school hours, access is limited to the main office door, where visitors must sign-in using the Raptor System. After signing in, visitors receive a badge and are restricted to designated areas. **Parents are welcome to visit except during the first and last two weeks of the school year.** Please arrange visits in advance and limit them to one hour. Lunchtime is an ideal visiting time; call before 9:00 to order lunch. **Parents visiting recess cannot join students without a background check.**

### VOLUNTEERS

**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. All volunteers must complete a background check with the district in order to volunteer.**

Volunteers are essential in supporting teachers. You'll have scheduled days and times, so if you can't make it, please coordinate with your teacher. Tasks may include artwork, bulletin boards, working with children, typing, or cutting out letters. If you feel overwhelmed or uncomfortable, talk to your teacher.

Confidential information should be discussed only with the teacher or principal, not other volunteers. For safety, volunteers shouldn't be alone with students or handle disciplinary matters. If at recess, model good behavior for students. 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.**

### 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

In order to receive the maximum benefit from the instructional program, 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.

**Compulsory Attendance and Exemptions:** Students aged 6 to 16 are required to be in attendance, pursuant to board policy, for **1080 hours** per school year unless their absences have been excused by the principal for illness (absences of **three** or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation.

**Chronic Absenteeism and Truancy:** Regular attendance is crucial for optimal learning. Chronic absenteeism is missing more than 10% of school hours; truancy is missing over 20%. Each grading period guardians will receive a letter from school administration at five unexcused absences. An attendance agreement meeting will be held with guardians, School Resource Officer and building administration to support the student's attendance after 12

unexcused absences. After 15 unexcused absences guardians will be referred to the Mills County judicial system.

For detailed policies and further information, please refer to Board Policy. (link board policy here)

## **Notification of Absences**

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 9:00 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

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](http://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

## **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) unexcused 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.

## **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.

## TARDINESS POLICY

Students are considered tardy when school begins at 8:05 for NE and 8:10 for West. Any time a student enters the building after 8:05 at NE and 8:10 at West they must report first to the office for a pass to class.

## BEHAVIOR - CODE OF CONDUCT

Northeast and West Elementaries follow GCSB board policy. You can view this code of conduct online by following this link: [501.1 Student Conduct](#)

Parents/Guardians are responsible for their child's conduct in route to and from school.

### **Elementary Behavior and Discipline Policy:**

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 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 behavior and discipline policy will be implemented:

### **Glenwood Elementary Schools Minor Behavior Matrix**

#### **Teacher Managed Minor Violation**

Can be redirected quickly without significantly disrupting flow of instruction or activity; -if repeated minor behavior is infrequent, it is not considered a major. If the minor is frequent, three minor incidents within a calendar month, it is considered a major.

#### **Responding to Misbehavior**

- Classroom problem solving initiated based on classroom management plan
- First Offense - Parent Phone Call
  - 2nd offense - Parent Preferred communication
- Teacher completes Minor referral form.
- Respond calmly and privately
- Use nonverbal cues
- Direct/remind student of desirable behavior (what they can do or should do)
- Provide clear, consistent consequences related to the misbehavior delivered with dignity and purpose

#### **Teacher Managed Minor Violation**

#### **Possible Consequences**

#### **Restorative Repair**

These consequences can be applied to any minor violations.  
**See specific behavior for additional or specific consequence.**

**Disruptive Behavior:** Low-intensity verbal or physical actions that hinder or impair teaching and learning

- Engaging in behaviors that interfere with the work of others
- Inappropriate voice levels at designated times of listening or quiet
- Inappropriate out of seat behaviors during times of instruction

**Non-Compliance (Defiance):** Brief, purposeful, or low-intensity failure to follow directions or talks back

- State expectation and redirect
- Practice expectation and demonstrate
- Conference with student
- Re-teach expectations
- Loss of privilege
- Loss of some recess time
- Walk & think at recess
- Follow teacher at recess

- Restorative Conversation
- Apology protocol
- Think Sheet

<ul style="list-style-type: none"> <li>Failing to follow the request or direction of school personnel</li> <li>Failing to comply with directions to be safe</li> <li>Failing to comply with directions to stop disrupting others</li> </ul>	<ul style="list-style-type: none"> <li>Student informs grown-ups at home of behavior.</li> </ul>	
<p><b>Inappropriate Language/Gestures:</b> Low intensity instances of inappropriate language or gestures; low intensity, socially rude or dismissive messages to others</p> <ul style="list-style-type: none"> <li>Making inappropriate comments (not directed at someone)</li> <li>Using an inappropriate gesture (not directed at someone)</li> <li>Using profanity (not directed at someone)</li> <li>Verbal language, written language, or actions intended to harm or disturb</li> </ul>	<ul style="list-style-type: none"> <li>Call grown-ups at home repeating language.</li> </ul>	<ul style="list-style-type: none"> <li>Write or discuss respectful replacement language.</li> <li>T.H.I.N.K conversation: (True?, Helpful?, Important?, Needed?, Kind?)</li> </ul>
<p><b>Property Misuse:</b> Low intensity misuse of property</p> <ul style="list-style-type: none"> <li>Writing on desk, breaking pencils, ripping up papers</li> </ul>	<ul style="list-style-type: none"> <li>Supervised or limited use of property.</li> </ul>	<ul style="list-style-type: none"> <li>Restitution/clean-up duty</li> </ul>
<p><b>Technology Violation:</b> Non-serious, but inappropriate use of electronic device</p> <ul style="list-style-type: none"> <li>Having device on without permission</li> <li>Modifying the work of others without permission</li> <li>Deleting apps</li> <li>Taking picture/videos without permission</li> <li>Creating/sharing content on Chromebook or digital device.</li> <li>Personal devices used in school (see page 35-36 in handbook)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Chromebook privilege.</li> <li>Supervised or limited use of technology.</li> <li>Follow handbook</li> </ul>	<ul style="list-style-type: none"> <li>Restitution/clean-up duty</li> </ul>
<p><b>Cheating:</b></p> <ul style="list-style-type: none"> <li>Copying someone else's answers</li> <li>Using unauthorized help</li> <li>Presenting another person's work as your own</li> </ul>	<ul style="list-style-type: none"> <li>See above consequences</li> </ul>	
<p><b>Physical Contact:</b> non-serious, but inappropriate physical contact without intent to harm/injury.</p> <ul style="list-style-type: none"> <li>Poking, tapping, kicking, tripping, elbowing, shoving</li> <li>Roughhousing</li> </ul>		

## Glenwood Elementary Schools Major Behavior Matrix

### Admin Managed (Major) Problem Behaviors

Behaviors that are significantly disrupting flow of instruction or activity and/or raise concerns of safety for the student or others.  
**Students remain in the classroom unless impacting the learning environment after being given the opportunity to correct behavior.**

### Responding to Misbehavior

- Referral is completed.
- Administration will arrange to meet with student and parent contact is made.

### Admin Managed (Major) Problem Behaviors

**Disruptive Behavior:** High intensity or repeated verbal or physical actions that hinder or impair teaching and learning. If the student is disrupting the learning of others after multiple reminders and redirects, please send the student to the office.

May include, but not limited to:

- Repeatedly** engaging in behaviors **intended** to interfere with the work of others
- Repeated** inappropriate voice levels at designated times of listening or quiet
- Repeated** inappropriate out of seat behaviors during times of instruction

**Non-Compliance - Defiance:** Purposeful defiance of authority, refusal to obey directions of school personnel, and/or arguing.

May include, but not limited to:

- Repeated** incidents of refusal to follow the request or direction of school personnel
- Refusal** to comply with directions to be safe
- Refusal** to comply with directions to stop disrupting others

**Inappropriate Language/Gestures (Disrespect):**



Verbal, physical, or written language and/or gestures directed toward others that may cause offense. To be a major, profanity MUST be heard by the adult.  
May include, but not limited to:

- Inappropriate comments or actions of a sexual nature
- Inappropriate gesture directed at a staff member
- Inappropriate gesture directed at a student
- Profanity directed at a staff member
- Profanity directed at a student
- Verbal language, written language, or actions intended to harm or disturb

***If actions are determined by Administration to meet the criteria for bullying and/or harassment, an investigation will be conducted and district policy followed.***

**Property Damage/Vandalism:**

Student participates in an activity that results in destruction or disfigurement of property.

**Technology Violation:** Inappropriate use of electronic devices

May include, but not limited to:

- Intentionally and/or repeatedly visiting inappropriate sites
- **Repeated** issues with modifying the work of others without permission
- **Repeated** misuse of device (deleting apps, taking pictures/videos)
- Creating/sharing **inappropriate** content on Chromebook or digital device

**Threats**

May include, but not limited to:

- Intimidating others through verbal, physical, or written means

**Physical Aggression:** actions involving serious physical contact where injury may occur with intent to harm/injure.

May include, but not limited to:

- Fighting (mutual participation in an incident involving physical violence)
- Biting
- Physical contact with the intent to harm
- Striking someone with a fist
- Striking someone's head or face
- Throwing items with the intent to cause harm or damage

**Inappropriate Display of Affection:** student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult  
***If actions are determined by Administration to meet the criteria for Title IX, an investigation will be conducted and district policy followed.***

**Possible Consequences**

- Loss of Privileges
- Lunch/Recess Detention
- Time in Office
- Before or After School Detention
- Individualized Instruction
- In School Suspension
- Out of School Suspension
- Administration and Parent Meeting

**Restorative Repair**

- Restorative Conversation
- Apology protocol
- [Think Sheet](#)
- Restitution

**Serious Violations**

**Students are sent to the office immediately with constant adult supervision and parent contact is made.**

Referred to in board policy as Level 3, 4 or 5 behaviors. [501.1 Student Conduct](#).

**Consequences are based on Level and Frequency of Occurrence following board policy.**

Parents can request a printing copy of the student code of conduct at the building offices.

**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](http://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.glenwoodschoools.org](http://www.glenwoodschoools.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.

### **1:1 CHROMEBOOKS**

Glenwood Community School District maintains a one-to-one student to computer ratio. Each student is assigned a district owned chromebook. Student activity is monitored by a variety of systems for the safety and security of the student and district systems.

- Students are responsible for the care of the device assigned to them and fines for damage and/or lost items will be assessed
- Students' digital work is monitored for appropriateness and violations can result in consequences.
- The district maintains a content filter. Any student action attempting to circumvent the content filter will result in consequences up to and including suspension. Repeated violations may result in loss of technology privileges and a recommendation of expulsion from school.

### **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](#). If there is a student in your child's class who has a food allergy you will be notified at the start of the school year. Homemade snacks or snacks that are not nuts safe (if in a nut-free classroom.) will be kept in the office and sent home with your child.

- **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@glenwoodschoo.org](mailto:foodservice@glenwoodschoo.org)

## **CAMERA MONITORING NOTICE TO PARENTS**

The Glenwood Community School District Board of Directors has authorized the use of recording devices on school district owned property, including school district buildings and vehicles. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child and will be provided access consistent with state and federal law and Board policy.

## **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.
- Tops should be worn in a manner that maintains an appropriate appearance and must cover the midsection.
- 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, and planning. These days are listed on the 2024-2025 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 helps students see, analyze, and react to the world, offering a fun and safe way to express themselves, especially for those who struggle with verbal expression. At Glenwood Elementary, students start art classes in kindergarten with an art specialist. They experiment with various media, learn about different cultures, study famous artists, discuss art, and see how art applies in the adult world. These classes help students express their feelings visually, build self-worth, and value their work.

## COUNSELING

- **Individual Counseling:** Students can be referred by a parent or teacher, or request a visit themselves. They meet one-on-one with a counselor to discuss concerns.
- **Small Groups:** Groups of 3-5 students with similar issues (e.g., divorced parents, school problems) meet to support each other.
- **Classroom Counseling:** Entire classes discuss topics relevant to their developmental needs.

## SEL (Social Emotional Liaison)

The SEL Liaison supports students' social-emotional learning, providing interventions for those needing extra help. These can be one-on-one or in small groups. The liaison works with school staff and connects the school, families, and community organizations.

## MEDIA CENTER

Our school library offers over 7,000 books, magazines, and references. Every class visits regularly, and students can also visit individually or in small groups with permission. We host two annual Book Fairs, allowing students to purchase books and participate in activities. Parents are invited to visit the fair, which supports library purchases.

## MUSIC

Elementary students express themselves through singing and movement, exploring rhythm, melody, and harmony. They learn about orchestra instruments, famous composers, and various music styles like Jazz, Latin American, and Modern Classical. The program aims to foster an appreciation and lifelong enjoyment of music.

## PHYSICAL EDUCATION

Our physical education program aims to develop physically, mentally, emotionally, and socially fit students through various activities. Students learn the importance and fun of physical activity, proper stretching and exercising, large motor skills, game rules, respect, cooperation, good sportsmanship, techniques, and skill improvement.

- **Footwear:** Flip-flops and open-backed shoes (including “hey dudes” and crocs) are not allowed in P.E. for safety reasons. If worn to school, tennis shoes must be brought for P.E. Persistent improper footwear will result in makeup time outside of P.E., and parents will be notified.
- **Excused Absences:** Students can be excused for up to 2 sessions with a parental note. A doctor’s note is required for more than 2 misses and to return to P.E. after an extended absence.

## **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**

### **Talented and Gifted Program**

The Talented and Gifted (TAG) Program at our elementary schools focuses on advanced reading, language arts, and math. It offers differentiated activities to help high-ability learners develop their unique talents, interests, and skills. These activities emphasize mastery of skills, independent study, and creative thinking.

Each year, based on state guidelines, only 1% of students are selected for TAG through test scores, classroom performance, teacher recommendations, and interest in reading, language arts, and math. Parents interested in the program should contact TAG Teacher, Jennifer Tallmon.

Students not meeting all criteria are still supported by general education teachers and may be considered for TAG in the future. The selection committee includes teachers from each grade, the principal, and the TAG Educator, who review nominations and criteria to identify students needing advanced curriculum.

## **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**

### **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 is a sensitive topic, especially when it comes to children's development. It's important to recognize that every child learns at their own pace, just like they reach milestones like walking and talking at different times. Retention should only be considered if a child lacks the skills needed for the next grade. Parents and teachers should communicate openly about a child's progress and explore options together. The focus should always be on supporting each child's individual learning journey.

If you have questions or concerns about your child's progress or development, please discuss the options with your child's teacher.

# A GCSD PK-12 PARENT OVERVIEW

## STANDARDS-REFERENCED GRADING



### WHAT IS STANDARDS-REFERENCED GRADING (SRG)?

Standards-referenced grading focuses on students' proficiency of specific learning standards. Instead of comparing students to each other, it evaluates their performance against predetermined criteria (Outcomes & Components).

### HOW DOES STANDARDS-REFERENCED GRADING BENEFIT STUDENT LEARNING?

Students, parents, and teachers have clearly established and consistent learning expectations. SRG separates academic performance from work habits/behavior in order to provide parents a more accurate view of a student's progress in both.



### WHAT IS AN OUTCOME?

An outcome describes an essential learning goal all students are expected to know or do.

### WHAT IS A COMPONENT?

A building block of an outcome.

### EXAMPLE FROM 3RD GRADE SCIENCE

Outcome: Analyze how increases in human activities have affected the land.

Component 1: Identify human activities that can affect the land (building cities, farming, mining, and deforestation).

Component 2: Identify changes in the land to the potential impact on local ecosystems, including effects on plant and animal life.

### WHAT QUESTIONS SHOULD I ASK MY CHILD(REN)'S TEACHERS?

- Q1: Where has my student demonstrated proficiency?
- Q2: What does my student need to do to demonstrate proficiency?
- Q3: What opportunities still exist for my student to achieve/demonstrate proficiency?

# Interpreting Marks/Symbols on Report Cards or Powerschool

ALL OUTCOMES WHEN FULLY ASSESSED RECEIVE A FINAL SCORE OF 4,3,2,1 IN GRADES PK-12

**PK-5  
(NE & WEST)**

**6-12  
(MIDDLE & HIGH SCHOOL)**

**FORMATIVE ASSESSMENTS**  
USE MARKS OF M, P, & N INDICATING CURRENT STUDENT PROGRESS TOWARDS PROFICIENCY AS OUTCOMES ARE TYPICALLY END OF SCHOOL YEAR TARGETS.

**SUMMATIVE ASSESSMENTS**  
CUMULATIVE EVALUATION OR ASSESSMENTS OF FINAL OUTCOME PERFORMANCE USE MARKS OF 4, 3, 2, & 1.

**FORMATIVE ASSESSMENTS**  
USE MARKS OF 1, 2, 3, AND INDICATIONS OF COMPLETION OR COLLECTED. \*REQUIRED FOR OPPORTUNITY TO RE-ASSESS.

**SUMMATIVE ASSESSMENTS**  
CUMULATIVE EVALUATION OR ASSESSMENTS OF FINAL OUTCOME PERFORMANCE USE MARKS OF 4, 3, 2, & 1.

**POSSIBLE REPORT CARD VIEW  
(PK-5)**

**POSSIBLE POWERSCHOOL VIEW  
6-12**

1st Language Arts	
Read grade level texts fluently and accurately	3.0
Apply a variety of comprehension strategies to make meaning	P
Apply skills and strategies in the writing process	N



Category	Assignment	Flags	Score	Grade
Outcome Assessment	4.12 Measurement Conversion		X/4	3.0
Component Assessment	4.12.4 Measurement conversions	✓	* X/2	2.0
Component Assessment	4.12 Video	✓	*	
Component Assessment	4.12.3 Measurement Metric	✓	* X/2	2.0

**Type of assessment**  
(Green=summative, blue=formative, orange=collected)

**IGNORE** this "score" column; does not compute in GCSD

**Score from outcome proficiency scale**



## **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".

## **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.

## **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**

### **SAFETY PROTOCOLS**

At Northeast and West Elementary, we prioritize student safety and preparedness. Our classrooms actively teach and practice our standard response protocols, which are carefully designed to be

effective and age-appropriate. These lessons equip students with the knowledge and skills to respond confidently and calmly in an emergency. To keep our students safe, Northeast and West Elementary have clear safety procedures for different emergencies. Here are protocols we use and practice:

- **Hold**
- **Secure (Lockout)**
- **Lockdown** "Locks, lights, out of sight"
- **Evacuate** "Move to a specific location" (location will be announced)
- **Shelter**
  - Tornado: Drop, Cover, and Hold
  - For Hazmat: Seal the room

## **BUILDING SECURITY**

Our buildings are fully secured. The entrance doors will be locked at all times. When school is in session you will only be able to enter through the main office door. Visitors will use the Raptor system to check in and will receive a visitor's badge.

## **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).

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.

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.

During emergency early dismissals, the school's phone lines are often busy, making it tough for parents to reach us. Sometimes, parents are unreachable, leaving us unsure of their child's plans. It's crucial for families to know what to do. Please discuss and plan ahead with your child and your child's teacher.

## **FIELD TRIPS**

Field trips and outings 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. Families 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](http://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](http://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.glenwoodschoools.org](http://www.glenwoodschoools.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**

Students are not allowed to share gifts with each other during the school day. To ensure fairness and inclusivity, we strongly encourage parents to give their children gifts at home rather than at school.

## **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 October 4, 2024.

## **INVITATIONS**

To avoid any child feeling left out, please mail party invitations directly to guests' homes if you can't invite everyone in your child's class. School staff will not be able to distribute invitations selectively or forward electronic ones. To maintain privacy, staff are not able to share email addresses or phone numbers of other students. Thank you for your cooperation.

## **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.

## **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**

Students have access to a phone at school with permission to call home, and parents can call the school to reach their child. However, cell phones, smartwatches, or internet-capable devices brought

to school must be turned off and not used inside the building. Students may use their phones outside before and after school and during appropriate activities. Teachers and administrators will confiscate phones for violations, leading to consequences:

- 1st offense: Students may pick up the phone after school.
- 2nd offense: A parent or guardian may pick up the phone.
- 3rd offense: A parent or guardian must pick up the phone, and a detention will be issued.
- 4th offense: A parent or guardian must pick up the phone, and In-School Suspension/Out-School Suspension will be issued.

[Reference: [Board Policy 501.11 - STUDENT POSSESSION AND USE OF ELECTRONIC DEVICES](#)]

Students must use electronic devices responsibly, respecting others' rights. Misuse of any electronic device that disrupts the school environment is forbidden. Students are prohibited from using electronic devices in any manner in school buildings, premises, or transportation unless authorized by school personnel. Electronic device use must comply with all applicable laws, policies, and regulations. Exceptions include approved use in an IEP or emergencies threatening safety. Confiscated devices may be retrieved by parents or guardians from the administration office. Students have no privacy rights regarding confiscated device content.

## **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**

### **Northeast Elementary Outdoor Play Guidelines**

#### **Based on IDPH Childwatch Chart**

<b>Feels like Temp</b>	<b>Recess</b>	<b>Outerwear</b>
106 and above	Indoor Recess	
97-105	Outdoor	Shorten time outside
60-96	Outdoor	Choice
50-59	Outdoor	Long Sleeves
40-49	Outdoor	Light Jacket or Coat
30-39	Outdoor	Winter coats
13-29	Outdoor	Winter coats and gear
12 and below	Indoor Recess	

- **To play in the snow, students need snow pants, boots, and a change of shoes.**
- **PLEASE LABEL ALL ITEMS YOUR CHILD WEARS TO SCHOOL WITH THEIR NAME.**
- **A physician's note is needed for any child who requests to stay in from recess.**

## **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](http://www.glenwoodschools.org), go to schools, choose your building and click on the current newsletter.

### **PARENT-TEACHER-STUDENT COMMUNICATION**

Please contact your child via email, notes or phone calls when needed. For calls received during school hours, a message will be relayed to your child's teacher. To arrange a conference with your child's teacher, please arrange a time with the teacher.

If issues arise, please work with the teacher first. If the concern persists, then schedule a time to meet with the building principal. If you need to schedule a meeting with a building principal, please reach out to the office staff for assistance. However, please note that unscheduled meetings with building administrators cannot be guaranteed. We appreciate your understanding and cooperation in scheduling meetings in advance to ensure that your concerns are addressed effectively. As a last resort, please contact the district superintendent. Our goal is to address concerns promptly and at the lowest level possible.

### **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. If there are concerns, you are welcome to contact your child's teacher to schedule a time to meet.

### **APPTEGY/THRILLSHARE**

Thrillshare is a quick alert messaging service, for emergencies, weather-related closures, attendance, and general school communications like important announcements and e-news. Thrillshare allows us to communicate regularly with parents and staff in multiple languages via text messages, phone calls, and emails. You can also download the GCSD Thrillshare app on Android and Apple devices for easy access.

Thrillshare is linked to our district's social media accounts, making it convenient to distribute messages through various platforms. To ensure you receive alerts, please ensure your contact information is accurate in your Parent PowerSchool account during Online Registration. Correct information in PowerSchool means automatic sign-up for Thrillshare alerts via text, phone, and email. For social media and the Thrillshare app, participation is voluntary and can be done through Facebook, Twitter, Instagram, or by downloading the app. If your contact details change outside of

registration, please contact your student's building to update them in PowerSchool, which will automatically update Thrillshare.

## **SCHOOL HOURS & DAY**

### **SCHOOL HOURS & SCHOOL DAY- NORTHEAST**

Classes begin at NE at 8:05 and end at 3:00. Students SHOULD NOT arrive before 7:40 a.m. There is no direct supervision for these students before 7:40 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 3:05. 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 7:40 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 7:40 a.m. Students who eat breakfast will be permitted to enter the building after 7:40 a.m.

- Students walking, being picked up or riding the shuttle to Northeast or Kid's Place will be dismissed at 3:10.
- Remaining bus students will be dismissed at the 3:15 p.m. bell.

### **DROPPING OFF AND PICKING UP STUDENTS - NORTHEAST**

#### **Lower Lot/Linn Street: (Front/East side of building)**

Drop-off:

- Driving through the staff parking lot is prohibited during drop off and dismissal hours to ensure safety of the students and buses.
- Preschool students must be walked up to the preschool entrance by families.
- In the morning, park in the bottom lot off Linn St. and either walk your child to the crosswalk or to the building entrance.

Pick-up:

- **Lower Lot pick up available ONLY for families picking up both a Northeast student and a West Student who arrives to Northeast on the shuttle bus or has a preschool sibling.**
- At the conclusion of the day, park in the bottom lot and wait in the parking lot. Please check your child out with a supervising staff member.



- Children will not be allowed to walk through the parking lot without an adult, due to their safety with moving cars.

### **Vine Street: (Back/West Side of Building)**

#### Drop-off:

- Families should stay in the vehicle and pull up as far as possible.
- For this drop-off location, students should be able to get out of the vehicle with minimal or no assistance from an adult.
- Students should not be dropped off before 7:40 to wait by the vine street doors.
- Due to NAEYC certification, preschool students can not be dropped off on Vine Street.
- Preschool students must be walked up to the preschool entrance by families.

#### Pick-up:

- Vine St. will become a ONE-WAY street going north during the following times:
  - 7:40 - 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.
- A car tag with a unique number to display on their rearview mirror. These will be issued at Early Bird Conferences.

## **DROPPING OFF/PICKING UP STUDENTS & PARKING -- WEST**

**Please use the playground for parking when dropping off or picking up your child before or after school. Please follow these simple rules to keep all of our students safe.**

- For safety reasons, **do not use** the bus loading zone north of the building or Sharp Street in front of the school.
- The alley to the east of 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.
- **Each grade level is assigned an entrance and exit door.**
  - **Third grade will** enter from the north middle doors, (main entrance) and exit through the northwest doors.
  - **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.

## **RELEASING STUDENTS**







If your child needs to leave school during the day, please sign them out at the office. Only the principal can approve early dismissals, and teachers can't allow a student to leave without permission from a school employee, police officer, court official, or parent/guardian.

## **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.

## STUDENT HEALTH

School nurses work with the school team to keep students healthy and ready to learn. They help students and families with health needs, like allergies or medications. Let your child's nurse know about any health concerns or changes.

I should stay home if ...					
<p>I have a fever.</p> 	<p>I vomited.</p> 	<p>I have diarrhea.</p> 	<p>I have a rash.</p> 	<p>I have an eye infection.</p> 	<p>I have been in the hospital.</p> 
Temp of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Redness, itching, and/or "crusty" discharge from eyes.	Hospital stay and/or ER visit.
I am ready to come back to school when I am...					
Fever free for 24 hours.	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash, itching, or fever. Has been evaluated by a doctor if needed.	No redness, itching, or "crusty" discharge and/or released by a doctor to return.	Released by a medical provider to return to school.
<ul style="list-style-type: none"> <li>• Students may also be sent home for insufficient hygiene or any health condition that is of concern to the child or others.                             <ul style="list-style-type: none"> <li>• Absences related to illness with a doctor's note turned in to the office are excused.                                     <ul style="list-style-type: none"> <li>• Illnesses that result in the nurse sending students home are excused.</li> <li>• Only unexcused absences are considered in truancy concerns.</li> </ul> </li> </ul> </li> <li>• <b>If you have any questions regarding your child's symptoms, please contact Nicole Cherko at 712-527-4875 EXT:2450</b></li> </ul>					

### 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.

## **REQUIRED IMMUNIZATIONS:**

To enroll in school, your child needs:

- **MMR:** Two doses, with the second dose given before kindergarten, at least 30 days after the first.
- **5 DPT:** Five doses of DPT, with at least one after age 4.
- **4 Polio:** Four doses of Polio, with at least one after age 4.
- **3 Hepatitis B:** Three shots.
- **2 Varicella:** Two doses, with the second given at least 28 days after the first.
- **1 TDaP:** A booster shot before 7th grade, as per Iowa Dept. of Health 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.***

## **MEDICATION:**

The Board of Education believes parents and doctors are responsible for student medicine, but understands medicine might be needed during school. Here's how:

1. **Written Approvals:** Parents send a note for the nurse to give medicine.
2. **Storage:** Medication brought to school is kept safe.
3. **Supplies:** Parents provide up to a month's supply of medicine in a labeled container.
4. **Administration:** Only the nurse gives medicine, except for emergencies.
5. **Amount:** Only prescribed amounts are given.
6. **Records:** The person giving medicine logs who gets it and when.

## **SCREENING**

Area Education Agency personal complete hearing screenings for students in preschool through third grade and all 8th grade students. Parents will be notified if screening results are not within normal limits.

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

## **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.

## **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](http://www.healthcare.gov) .

## **HEAD LICE AND OTHER NUISANCES PROTOCOL**

### **HEAD LICE**

- If a student shows signs of head lice, like itching, the teacher or nurse will check their hair. Live lice or eggs close to the scalp mean treatment is needed.
- Parents will be contacted immediately, and they'll get printed instructions for treatment.
- We'll send home info with classmates home on preventing lice as needed.

### **BED BUG PROTOCOL**

If a bed bug is suspected, we'll collect the bug and contact maintenance. Pictures won't help; only bugs can be analyzed. Once confirmed, parents will be notified, and the student will be checked. The student doesn't need to go home, but their belongings will be inspected discreetly. If bed bugs are found, we'll suggest ways to address the issue at home. Notification of other parents should only occur if a classroom infestation is identified.

### **OTHER NUISANCES**

- For other nuisances, like fleas, please notify the school.
- Staff will address the issue discreetly and the nurse may provide guidance on how to prevent and manage it.

## **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. Olympic Days will be held for West students. These events will occur in May with the dates being finalized. These events will occur in May.

## **TRANSPORTATION**

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.

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/NOTIFICATION OF BUS TRANSPORTATION CHANGE**

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.

- **The following guidelines will be followed regarding transportation changes:**
  - 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.
  - 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.

## **BUS BEHAVIOR EXPECTATIONS (all district transportation)**

- Follow the directions of the bus driver and the bus aide.
- Stay seated, especially when the bus is moving
- Keep all body parts inside the bus.
- Keep feet and legs out of the aisle
- Keep hands, feet, and all other objects to yourself.
- No inappropriate language directed to other passengers or the driver
- No yelling or screaming. Excessive noise distracts the driver, as well as prevents the driver from hearing important communication from the dispatcher.

Riding the bus is a privilege. Improper conduct on the bus may result in that privilege being denied. If you have any further questions, please feel free to contact the Transportation Department at 527-4116.

## **HAND HELD DEVICES / TOYS**

Students bringing electronic devices/toys to school (i.e. iPads, tablets, gaming systems, personal chromebook, phones) 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. We encourage that no toys or games are brought from home. **The District will not be responsible for any damages, or loss of these personal items.**

## **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

### 3rd Grade Supply List

1 Pencil Bag  
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)

### 4th Grade Supply List

Colored Pencils  
1 Box of 24 Crayons  
2 Medium Point Dry Erase Markers  
Pencil Bag  
36 #2 Pencils (wood or mechanical)  
2 Glue Sticks  
Fiskar Scissors  
6 Pocket Folders with Prongs  
1 Large Eraser  
5 Spiral Notebook (1 subject)  
2 Pkg Sticky Notes  
1 Black Sharpie Marker (medium point)  
1 Inch Binder  
1 Set of Earbuds/Headphones with Cord  
Highlighters- Skinny Multi Pack  
1 Pkg Loose Leaf Paper  
12 Inch Ruler (inch & centimeters)

#### OPTIONAL

1 Container Clorox Wipes  
2 Boxes of Kleenex  
Boys- 1 Hand Sanitizer  
Girls- 1 Bottle Liquid Soap  
Zip Lock Baggies (gallon or quart)

### 5th Grade Supply List

1 Set of Earbuds or Headphones  
1 water bottle (30 oz or smaller)  
1 Pkg of Loose Leaf paper (wide ruled)  
6 Spiral Notebooks  
5- 2 Pocket Folders  
48 #2 Pencils (sharpened)/ mechanical pencils  
1 package of pencil top erasers  
4 Dry Erase Markers  
2 Glue Sticks  
1 box 12 Colored Pencils  
2 Pkg Sticky Notes 3x3  
Scissors (Fiskars)  
2 – 1 Inch 3 Ring Binder (no trapper)

#### OPTIONAL

1 Container Clorox Wipes  
2 Boxes of Kleenex  
Boys- 1 Hand Sanitizer  
Girls- 1 Bottle Liquid Soap  
Zip Lock Baggies (gallon or quart)

2 Yellow Highlighters 4 Boxes of Kleenex 1 Antibacterial wipes <b>No Locker Decor</b>	
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## NORTHEAST SUPPLY LISTS

### PRESCHOOL

1 backpack large enough to hold a folder 1 complete change of clothes weather-appropriate 2 fun art supplies from the following list: <i>stickers, ribbon, feathers, finger paint, finger paint paper, pom, poms, shaving cream, beads, cotton balls, play dough, shaving cream, glitter glue, stamp pads, cotton balls, coffee filtered, straws, small pads of paper, sticky notes.</i> 1 towel/blanket for rest time that will stay at school 1 bottle of glue 1 package of glue sticks 1 set of watercolor paints 1 roll of tape	<b>OPTIONAL</b>  1 container of clorox wipes, 1 package of hand wipes OR 1 package of magic erasers. 1 box of kleenex 1 package of small plastic cups 1 package of paper plates  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.
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### TK & KINDERGARTEN

1 backpack-large enough to hold a folder 1 school box (plastic) for their classroom supplies 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	<b>OPTIONAL</b>  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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### FIRST GRADE

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)	<b>OPTIONAL</b>  1 pack of sticky notes Ziplock baggies (quart or gallon size) Cleaning Wipes 1 box of kleenex
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### SECOND GRADE

Scissors, Fiskar 5" Watercolor Paint Set 8 Glue Sticks, Washable	<b>OPTIONAL</b>  Paper Towels
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1 Pair of Headphones  
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

Gallon Ziploc freezer bags  
Quart Ziploc freezer bags  
Sandwich or snack size baggies  
Hand Sanitizer  
Disinfecting wipes  
Kleenex



