JANESVILLE ELEMENTARY
STUDENT HANDBOOK

JCSD MISSION: GROW YOUR MIND, **SERVE** OTHERS, **INSPIRE** BY EXAMPLE. TODAY, TOMORROW, **ALWAYS**.

The "end in mind" at JCSD is for students to develop the skills and mindset necessary to lead their lives and work effectively with others, making meaningful contributions wherever they go. This is made possible through strong academic programs, positive school culture and direct teaching of leadership skills.

UPDATED: August 2019

WELCOME TO JANESVILLE ELEMENTARY

This handbook has been prepared for students, parents and teachers as a guide to school policies and procedures. Please take some time to review it with your student(s). It is our goal to ensure students are safe, happy and learning while at school. Working together with families helps us achieve this goal. We ask families to partner with us to make school a positive experience. Please visit with your child's teacher and/or the principal when you have any questions or concerns. Our door is always open and we welcome opportunities to work together!

♫♫♫♫♫♫♫ Janesville Fight Song ♫♫♫♫♫♫♫

We're loyal to you, Janesville High
We're black and we're gold, Janesville High
We'll back you to stand
Against the best in the land
For we know you will stand Janesville High
RAH-RAH!

So, Crack out that ball, Janesville High
We're backing you all, Janesville High
Our team is the fame detector
Our team from we expect a
Victory for you Janesville High
RAH-RAH!

WILDCATS, WILDCATS
GO, FIGHT, WIN!

♫♫

NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Janesville Consolidated School District not to illegally discriminate on the basis of race, color, national origin, gender, 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 there are questions or a grievance related to this policy please contact the district's Equity Coordinator, Chad Angel, Counselor, 505 Barrick Rd, 319-987-2581, chad.angel@janesvilleschools.net.

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Chad Angel and can be reached at (319)-987-2581. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

ASBESTOS: Notifications to Parents, Teachers, and Employees

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, and South Africa. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. We recently had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified Management Planner has developed an asbestos management plan for our buildings which includes: notification letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in all centers. Please make an appointment during office hours if there is a wish to review the plans.

JANESVILLE CONSOLIDATED SCHOOL DISTRICT
****A LEADER IN ME SCHOOL SINCE 2018**

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Chad Angel, School Counselor

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SCHOOL DAY ARRIVAL AND DISMISSAL

SCHOOL HOURS: The normal school day for staff is 8:00 a.m. to 3:45 p.m or 7:45 to 3:30 pm. For students the normal school day is 8:15 a.m. to 3:20 p.m. unless there are other causes, early dismissal or late start for weather or teacher in-service. The school day for students every Wednesday is 8:15 a.m. to 2:05 p.m. Students will not be permitted in the elementary hallway before 8:05 a.m. unless a staff member supervises them. Students will remain in the cafeteria under staff supervision until 8:05 a.m. Exceptions will be made for inclement weather. Drop off and pick up are on the west side of the building and are noted with signs. All classrooms will be open at 8:05 a.m. Breakfast is served each morning from 8:00 a.m. until 8:20 a.m.

It is important for us to know who is in the school at all times. We ask any and all visitors to sign in through the office. To ensure the safety of our students and staff, parents and other caregivers must use the designated drop-off and pick-up locations outside of the school. All other doors to the school will remain locked. If a parent or guardian needs to enter the building before or after school to speak to a teacher they may do so by making an appointment with the teacher and signing in through the office. Business needs can be handled in the main office at anytime.

BAD WEATHER AND ROAD CONDITIONS

WEATHER: Notifications will be posted on KWWL, www.facebook.com/janesvilleCSD, and our school website, with KWWL being the first point of contact. Individuals may also sign up to receive text notifications via https://www.remind.com/.

Please **DO NOT** call the school as it may cause lines to be tied up that are needed in making the decision concerning school closing or cancellation. We ask that in the event of early dismissal, you have already discussed with your children where they are to go and, in the case of small children, that you have sent a note to the classroom teacher indicating plans for these days. We have a form that you are asked to fill out at registration time indicating where your child/ren is/are to go on days when we have an unscheduled early dismissal. Please make sure that these are kept updated and are accurate. The office gets very hectic when unplanned schedule changes occur and we appreciate phone use limited to emergency calls only.

COMMUNITY ACTIVITY NIGHT

Wednesday night of each week is set aside for activities not directly associated with the school. No school related activities will go on past 6:00 p.m. on Wednesday evenings. The exception to this rule may be "Back to School Night" which goes until 6:30 if it falls on a Wednesday.

LEAVING THE BUILDING

Once a student arrives at school by bus, walking, riding their bikes, or being brought by parents, they are NOT to leave without first getting permission from the office. If a student becomes ill while in school, the nurse or office staff will call parents. NO student will be sent home ill without the parent/guardian or person listed as the emergency number being contacted.

LUNCH

Lunch money may be brought in the office before school each morning or added to a student's account using Infinite Campus. Students bringing cold lunch may purchase milk. Students who live within walking distance

of school may go home for lunch if a note is sent to the classroom teacher and/or main office. All other students will eat in the cafeteria and are not to leave the school grounds during the lunch period. Ticket prices are: $2.75 (Lunch), $1.50 (Breakfast) and $.40 (Extra Milk).

LOST AND FOUND

Lost and found items should be taken to the office. If the item is a watch, billfold, money or jewelry it should be turned in to the main office right away. At the end of each school year, following summer registration and at other times during the year, unclaimed items are donated to Goodwill.

NEWSLETTER

The school newsletter contains a calendar of upcoming events, menu for the coming month and other items of interest. The newsletters are posted on the school website (www.janesville.k12.ia.us), and sent electronically with some hard copies available at the school office, post office, and library. Any questions about the newsletter should be directed to the main office.

PARENT-TEACHER CONFERENCES

Each year two parent-teacher conferences are scheduled: one in fall and the other in early spring. Elementary conferences are scheduled with 15 minutes for each child. If this is not enough time, or if you have concerns at times other than conferences, we encourage you to call your child's teacher and schedule additional time/s to meet.

USING THE TELEPHONE/CELL PHONES

Students will not be called from class to take telephone calls unless it is an emergency. We will be happy to deliver a message to a child if needed. We ask that you call before 3:00 PM to leave messages as the students are getting ready to be dismissed by that time and the office gets very busy. We also ask that students limit their use of school phones to **emergency calls only.** We ask that they make plans regarding playing with friends, going to scouts, staying in town, etc. before hand and not call home to make arrangements from school.

Elementary students are not permitted to use personal electronic devices during the school day unless teacher or principal permission is given. The school recommends students leave electronic devices at home. If they are at school they should be kept in backpacks and turned off. Consequences can occur if this expectation is violated. The school is not responsible for any electronic device lost or stolen during the school day.

CLASSROOM VISITATIONS

Parents/guardians are encouraged to visit the school and classrooms. Classroom visits are one of the best ways to gain information about the educational program and to observe your children's performance in a classroom learning situation. To make visits worthwhile, we ask that you not visit during the first or last week of school or during testing. A phone call prior to your visit will ensure you are aware of what is scheduled the day you plan to come. You are welcome to eat lunch with your child. We ask all visitors to stop in the office to sign in. If you are eating school lunch you **must** let the office know **before 8:35am**. You may pay for the lunch when you arrive at the school.

BOOK RENT-STUDENT SUPPLIES

The book rent fee for grades K-5 is $45.00 and planner fee is $6.00 (5th grade only). This is payable at the time of registration in August. Supply lists are available on our school website.

PUPIL INSURANCE

Insurance is available to all students. Forms and information will be available at registration time or from the main office. Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are encouraged to call 1-800-257-8563 (toll free) or go to the Web site at http://www.hawk-i.org/ for more information.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The school board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers -
   1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster Care are also eligible for full waivers.
   2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction percentage will be approximately forty percent.
   3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the school district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver shall apply using the form provided by the school district. Applications may be submitted at any time but must be renewed annually.
C. Confidentiality - The school district will treat the application and application process as any other student record, and student confidentiality and access provisions will be followed.
D. Appeals - Denials of a waiver may be appealed to the board president
E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
F. Notice - the school district will annually notify parents and students of the waiver. The information will be included in registration materials and can also be found on Janesville CSD's website.

CHILD CUSTODY

In most cases, when parents are divorced or separated, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling are a part of the educational program aimed at promoting the development of the total student. The program focuses on the attainment of student competencies in the areas of personal-social growth, life planning and education.

The counselor helps the students:

*individually and in groups
*with career explorations
*increase knowledge of self and how to relate effectively with others
*develop decision making skills

AEA/JCSD SUPPORT SERVICES

Area Education Agency 267 provides speech, special education, and hearing services along with a team of professionals including an educational consultant, psychologist and/or social worker. The JCSD Student Assistance Team assists in problem-solving with teachers and parents to meet the needs of the students socially, emotionally, behaviorally, and academically. If you have any questions about these services, or think that they may be of help to you and your child, please contact the principal or your child's teacher.

STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises: name, address, phone number, date and place of birth, major field of study, participation in recognized activities/sports, weight and height of members of sports teams, dates of attendance, degrees and awards received, the most previous school/institution attended by the student and other information. Any parents/guardian not wanting this information released MUST fill out the appropriate form (available at registration or in the elementary office) at the beginning of each school year.

HEALTH SERVICES

The primary purpose of the school health program is the optimal maintenance, promotion and improvement of student, staff and community health. This ensures a safe, healthy environment that is conducive to learning, and provides professional care for those who become ill or injured while at school. The schedule for the RN will be decided at the beginning of each school year. When the RN is not here, first aid will be managed by the secretaries and principals. The secretaries and principals are certified in Medication Administration using a training program provided by the Iowa Board of Education.

Illness: If a student becomes ill in school, he/she should report to the office. The nurse or office personnel will assess the student and determine what action should be taken. If the child's assessment determines he/she should go home, parents will be contacted. It is the parent/guardian's responsibility to provide transportation home. Students are not to leave the building without permission.

Students will be sent home with any of the following:
>an elevated temperature - 100 degrees or above
>vomiting
>diarrhea
>an undiagnosed rash
>at the discretion of the RN and/or administrator.

Please notify the school if a health care provider diagnosed your child with a communicable disease. Notes will be sent home with the child's classmates to notify their parents of an exposure to a communicable disease.

Injury: Parents/guardians will be notified of any serious injury that occurs at school. If immediate emergency care is needed, and parents/guardians cannot be reached, 911 will be called for transport to the nearest hospital.

Health Screenings: Screenings for height, weight, vision, hearing, and scoliosis are done throughout the year. Students will be screened unless the parent/guardian notifies the school nurse not to include the child in the screening. Grade levels of the screenings vary. Periodic visits and talks to classrooms about dental care, hygiene, and other health issues will be done by the school nurse.

School Attendance Health Requirements:
Physical: All kindergarten students are required to have a recent physical exam by their health provider.
Immunizations: All students in the school must comply with the immunization requirements of Iowa law.
Sport Physical: Required for all 7-12 grade students participating in school-sponsored athletic/extracurricular activities
Dental Screening: Required for all kindergarteners, all 9th graders, and all students transferring in from out of state
Lead Screening: All Kindergarten student names will be sent to the Iowa Department of Public Health as required by schools for the lead screening verification law.

Medications: Janesville CSD does not provide medications for students. Parents/Guardians must provide any medication their student may need during the school day. Any medication, prescription or over the counter, taken during the school day, must have the Annual Medication Permission form on file with the office. Medications are to be administered by the school nurse or by school personnel who have been trained in the administration of medication and will be taken in the health office. If a student requires emergency medication that the student is to keep with him/her, written approval from the doctor and parent/guardian is required. This is only for Insulin, Inhalers, or Epipens. All medications will be stored in a locked cupboard in the health office. Prescription medication must be brought to school in its original container. It must be labeled with the student's name, medication name and dosage, directions for administration, Doctor prescribing and the date of the prescription. Over the counter medications must be brought to school in original containers. It can be administered only as directed on the manufacturer's label. Medications not sent in the original container cannot be administered at school. **No medications will be stored in classrooms or kept in the student's possession except those listed above as emergency medication.**

Health Habits: Prevention really is the best medicine! Frequent hand washing is the single most important measure to teach children to prevent the spread of germs. Parents/guardians of lower elementary children should assist them with hygiene and check their head for lice weekly. Plenty of sleep, a balanced diet, bathing, hair washing and tooth brushing on a regular basis all make the child ready to do his/her best work at school. Healthy children are ready to learn!!

EMERGENCY PROCEDURE DRILLS

Fire: All buildings are connected to the fire alarm. Students should know the location of all exits. There are fire drill signs located in all the classrooms. When you hear the fire alarm, move to room's exit as quickly as

possible and move away from the building to a safe distance. Stay in class groups until the teacher checks roll. Stay outside until given the signal to re-enter.

Tornado: If you receive a tornado warning, the following procedure has been placed to alert the entire school as rapidly as possible: Students and staff will hear the announcement to report to assigned tornado drill area, drop everything and move quickly and quietly with teacher to the area designated for the class. There are tornado drill signs located in all the classrooms. Upon arrive in that area the teacher will give instructions on what to do.

Active Intruder/Lockdown: Students and staff will utilize the A.L.i.C.E. steps (Alert, Lockdown, Inform, Counter, Evacuate) in the event of an active intruder. We will review and practice the steps with students and staff. Communication will be sent out prior to the practice when such a drill will be completed.

LIBRARY/MEDIA CENTER

The librarian must check out all books taken from the library. The person to whom the book is checked out must pay for damage to books. Students will be given overdue notices quarterly and will be expected to pay for lost or damaged materials.

COMPULSORY AGE ATTENDANCE POLICY

Parents/Guardians within the Janesville Consolidated School District that have children who are at least four years old and enrolled in a statewide voluntary preschool, and not yet 16 years of age by September 15 are of compulsory attendance age. The parent, guardian, legal or actual custodian of a child will be held responsible for the attendance of a student of compulsory attendance age. Students will attend school the number of days school is in session in accordance with the school calendar unless excused under the terms of the district's attendance policy. With approval of the school board, the student and the one deemed responsible for the attendance of the student may be referred to the County Attorney's office for violation of the compulsory attendance laws.

Students are expected to attend class regularly and to be on time in order to receive maximum benefit from the instructional program. Good attendance develops habits of punctuality, develops self-discipline and responsibility, and keeps disruption of the learning environment to a minimum. While it is possible for a student to make up much of the schoolwork that was missed, it is impossible to completely compensate for the absence from classes. In order to maintain interest and understanding in a program of instruction, students should not be absent from any class any more than is absolutely necessary.

Students who have good attendance records are those most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not demonstrated good habits of responsibility and self-discipline. A student's life-long patterns of responsibility and self-discipline will be fostered by attention the student gives them during the years of school attendance.

School Notification: Parents are requested to telephone the school office to report student absences in advance of the start of school, if possible, and in all cases by 8:30 a.m. of the day the absence occurs. Absences not reported or without advance notification may be considered UNEXCUSED.

Excused Absences: The Board of Education supports this view by restricting excused absences to the following:

(1) Personal illness or serious health condition medical documentation required. It is the student's responsibility to provide such written verification.
(2) Funeral, death or emergency illness in the family.
(3) Doctor/dental appointment that cannot be scheduled at another time. Students may be asked to submit medical documentation to the office to verify appointment.
(4) Documented legal appointments (court appearance, visits to probation officer)
(5) Family/religious activity, which is cleared in advance of activity (schoolwork must be completed in advance of absence)
(6) School-sponsored activity
- Absences caused by school-sponsored activities (field trips, athletic events, school arranged college visits, etc.) will not be recorded as absences on the permanent record card. Make-up work will fall under the same category as an excused absence.
- Suspension

(7) Unique circumstances as approved by administration

Unexcused Absences:

Unexcused absences include, but are not limited to, the following reasons:

(1) Any absence which does not meet the criteria of an EXCUSED absence
(2) Tardiness to class past 15 minutes

Tardiness: Students: Excessive tardies may result in a detention equivalent to the amount of time that the student is tardy.

Attendance Policy: Parents will be notified by mail when the child has reached 3, 5, and 7 unexcused absences.

At the 7th unexcused absence any of the following actions may be taken:

- *AN ATTENDANCE CONTRACT*
- *REFERRAL TO THE SCHOOL LIAISON OFFICER*
- *REFERRAL TO THE COUNTY ATTORNEY*
- *RETENTION*

DISCIPLINE PROCEDURES

Each teacher is expected to discipline any student not maintaining good behavior at school or during extra-curricular activities. Each teacher will handle his/her own discipline immediately and consistently. In some cases, usually those of a physical nature (hitting, biting, pushing, etc.) it may be necessary to send the student to the principal's office. If this is a serious offense or is a "repeat" the principal or the teacher will notify the parents either by phone, email or in writing. Students may be kept after school (detention) or lose the privilege of eating lunch with friends or attending recess depending on the issue of concern if the teacher or principal feels it is warranted. At least one day notice will be given if this is to occur. An in-school suspension may be given if the principal feels the incident was major or if it has been a consistent infraction of a rule.

BUS RULES

1. Be on time.
2. Sit in your seat with feet on the floor while the bus is moving.
3. Keep everything inside of the bus.
4. Keep hands and feet to yourself.
5. No swearing or loud talking.
6. Do not litter, write on, or in any way damage the bus.
7. Close your window when you exit.
8. Stay seated until the bus stops.
9. Wait for drivers to signal you to cross.

If rule/s are continually ignored, the driver will fill out a discipline report to be signed by parents and returned to the bus driver. The first report is a warning, if a second report is filed, the student may be suspended from the bus for a period of 1-3 days, and the third report could result in suspension from bus riding privileges up to the remainder of the school year.

BIKE RULES

1. Bikes are NOT to be ridden on the sidewalks in front of the building.
2. Please walk your bike across the sidewalks.
3. Park your bike in the bike racks located in the front of the building to the right of the elementary entrance.
4. At dismissal, WALK your bike across the street in front of the school before you begin riding. There is a lot of traffic on Barrick Road.
5. Bikes are NOT to be ridden during the school day.

APPEARANCE AND ATTIRE

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. This means dress appropriately and modestly, wearing clothing that is neat, clean and not offensive to other people and not a danger to health and safety. Students may be restricted from attending school or activities if their appearance is determined to be inappropriate by school personnel. Shirts and shoes will be required at all times. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Dress that will be deemed inappropriate will include, but is not limited to:

1. Clothing that displays or promotes the following:
    A. Any reference to tobacco, alcohol, drugs or other illegal substance.
    B. Anything that could be considered to be sexually, or violently suggestive, or obscene in any way.
    C. Demeaning and harassing statements specifically about/towards any individual, or group.
2. Excessively soiled, torn or ragged clothing.
3. Excessively revealing clothing that does not appropriately cover the body or is continually exposing undergarments.
4. Halter or midriff tops.
5. Hats, bandanas, or other hat apparel is not to be worn in the school, unless it is for a medical reason.
6. Written, drawn or tattoo decorations on the body that are distracting or inappropriate.
7. Anything that negatively disrupts the learning environment.

Elementary students participating in PE must have a pair of tennis shoes/athletic shoes specifically for PE class in the gym. Absolutely no students will be allowed to wear boots, flip-flops, Crocs, or any other non-athletic shoe. If families are unable to provide tennis/gym shoes for their student, the school will have shoes available to use during PE classes.

LIABILITY

Janesville Consolidated School belongs to you and your neighbors, the people who support and pay for it. Unfortunately, occasional vandalism may occur. People who damage school property may be held liable for those damages, according to state law. In the case of minor children, their parents are liable.

PETS AT SCHOOL

There are to be no pets brought to school without prior permission from the principal and/or the classroom teacher.

BIRTHDAY INVITATIONS

We request that invitations to parties NOT be handed out at school unless they are given to all of the children in the class as it causes hurt feelings for those that are not receiving one.

RECESS AND PLAYGROUND

Recess periods will continue to be a period of activity and free play for our students. As a general rule, recess will be held outside on the playground whenever possible. With the wide-open spaces, the wind is a large factor in the decision to go outside. Parents should see that children are properly dressed for adequate protection from wet and cold weather. With the onset of winter weather we will send a note home letting you know that the boot policy is in effect. Once you have been notified that boots are required for outside play, they will continue to be required until further notice. Children without boots will be either limited to the blacktop only or will be given a pair of boots to borrow for the day. Recess is a vital part of our children's day. We ask that all children go out for recess. If, due to illness or injury, your child needs to be kept in for a day or two, we ask that you send a note to the classroom teacher. **A doctor's excuse is required if your child is to stay in for more than 3 consecutive days of recess.** Balls, jump ropes, bats, etc. are available for the children to take out for recess. We ask that skates, skateboards, and rollerblades not be brought to school.

Our basic **playground rules** are:

*One person per swing.
*The slide is for sliding down, not walking up or climbing on.
*Support poles and boundary fences are not for climbing.
*Touch/flag football only.
*No fighting.
*No snowball throwing.
*Rocks are to stay on the ground!
*Students are to be considerate and respect the other children on the playground as well as the playground supervisor.
*Students need to have permission from the playground supervisor to go back into the building.
*Children may play in the designated fenced in area.

BEHAVIOR AT EXTRACURRICULAR EVENTS

It is expected that students at a football, basketball or other contest will show enthusiasm for our Wildcats and respect for all opponents. Students are to be watching the game or activity and are NOT to be running around, horse-playing or causing problems for those that are trying to watch the event. Pom-poms and artificial noise-makers are prohibited at indoor contests. Parents are asked NOT to send younger children to school events unchaperoned. Students who cause disruption will be asked to leave school premises.

INTERNET

The students at Janesville Elementary have access to the Internet. Use of the Internet must comply with the goals and objectives of Janesville classes and educational programs. Students will be able to access the Internet through their teacher. Students and their parent/guardian need to have read, discussed and signed the **Internet Access Permission Letter to Parents** before Internet privileges are granted. Access to Janesville resources is a privilege, not a right. Unauthorized or inappropriate use of the Janesville computing resources may be grounds for sanctions, which could include suspension or loss of privileges, disciplinary action, or legal action.

BULLYING and HARASSMENT

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

The board prohibits harassment, bullying, hazing, or any other victimization of students *through verbal, physical, written, or electronic conduct,* based on any of the following actual or perceived traits or characteristics of the student including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and *which creates an objectively hostile school environment that meets one or more of the following conditions:*

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

"Electronic" conduct includes but is not limited to communication via electronic email, internet-based communication, pager service, cell phones, and electronic test messaging.

Sexual harassment includes, but is not limited to:

- *Unwelcome sexual advances*
- *Requests for sexual favors and other verbal or physical conduct of a sexual nature*
- Verbal, physical or written harassment or abuse

- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, jobs, etc.
- Demeaning jokes, stories or activities

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ➢ Tell a teacher, counselor or principal
  - ➢ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser or bully did
    - Witnesses to the harassment or bullying
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser or bullying responded

Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated *Principal Krista Pugh* at (319) 987-2581 as its Level I investigator. *Superintendent BJ Meaney* may also be contacted directly. A representative from the Bremer County Sheriff's Department is the level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

GO WILDCATS!!!