WEST CENTRAL ELEMENTARY

HOME OF THE BLUE DEVILS



STUDENT CENTERED, FUTURE FOCUSED

https://www.w-central.k12.ia.us/

Vision Statement **4**
Mission Statement **4**
Equal Opportunity Employment **4**
Title IX **6**
Letter from the Principal **6**
2026-2027 District Calendar **8**
Elementary Staff (PK-5) **9**
Elementary Schedule **10**
Assemblies 10
Breakfast and Lunch 10
Free and Reduced Lunch 11
Field Trips 11
Pledge of Allegiance 12
Attendance **12**
Attendance Policy Statement 12
Attendance required by law 12
Attendance Procedures 14
School Response to Student Absences 14
Tiered Systems of Support for Attendance 15
Tardiness 15
Students arriving late/leaving early 16
Before/After School Supervision **16**
Communication **17**
Email 17
Open House and Conferences 17
West Central Website 17
Notes/Money to and from School 17
Postings/Handouts of Information 17
School Cancellations and Closing Communication 18
Academics **18**
District Wide Assessments 18
Excuses from Participation 18
Special Services 18
Media Center (Library) 18
Student Expectations **19**

PBIS (Positive Behavior Interventions and Supports)....19
Behavior Expectations....19
Phone Calls....20
Homework....20
Dress Code....20
Lockers....21
Celebrations....22
Searches....22
Personal Property....22
Lost and Found....22
Temporary Removal from Classroom....22
Dual Enrollment....23
Transportation....23
Parent and Community Involvement....24
Visitors and Guests....24
Volunteer Program....24
Pets....24
Concerns....25
Health and Safety....25
Immunizations:....25
Medications....26
Lice....26
Drills....26
Emergency Information....26
Other Emergencies....27
Technology....27
1:1 Chromebook Technology Agreement....27
Using Your Chromebook....29
Originally Installed Software:....30
Protecting & Storing Your Chromebook:....31
Storing Chromebooks at Extracurricular Events:....31
Chromebooks Left in Unsupervised / Unsecured Areas:....31
Repairing or Replacing Your Chromebook....31
Chromebooks Undergoing Repair....31
Intentional Misuse or Abuse....32
Chromebook Technical Support....32
1:1 Day Use Policy/Procedures....32

Chromebook Policy..... 33
1:1 Chromebook Agreement.....33
Technology and Digital Instruction……..…...35
District Notification and Policies..... 35
Physical Restraint of Students..... 35
Hazardous Materials..... 36
Release of Student Records..... 36
Family Educational Rights and Privacy Act (FERPA)..... 37
Residency Requirements.....37
Homelessness.....37
Anti-Bullying/Harassment Policy.....38
ANTI-BULLYING/HARASSMENT COMPLAINT FORM.....42
ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM..... 42
Anti-Bullying/Harassment Investigation Procedures..... 43
Child Abuse..... 45
Child Custody..... 45
Educational Equity.....45
Student Fees.....45
Teacher Qualifications..... 46
Weapons.....46

Vision Statement

Student Centered, Future Focused

Mission Statement

The **mission** of West Central Community School District is to engage each and every student through collaborative relationships, exceptional teaching and personalized learning experiences that will result in confident graduates who will be successful in their chosen path.

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, and sexual orientation in its employment and personnel practices. Opportunity to all employees and applicants for

employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The West Central Community School District is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Steve Milder, West Central Schools, 305 Pember, PO Box 54, Maynard or by phone at (563) 637-2283.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm

AND/OR

- The Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100 Des Moines, IA 50321-1270, (515)281-4121 or 1-800-457-4416, https://icrc.iowa.gov/.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Title IX

In accordance with Title IX of the Education Amendments Act of 1972, the Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.
Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment, may contact the District's designated Title Coordinator, Carmen Swales, West Central CSD, 305 Pember Street, Maynard, IA 50655, 563-637-2283 or cswales@wc.k12.ia.us .

Letter from the Principal

Dear Students, Families, and Community Members,

Welcome to a new school year! It is with great excitement and gratitude that I introduce myself as the new principal of our elementary school.

As we begin this new year together, I look forward to getting to know each of our students, families, and staff members. I believe that strong relationships, open communication, and a shared commitment to student success are the foundation of an outstanding school. Together, we will create a safe, welcoming, and engaging environment where every child feels valued, supported, and inspired to learn.

Our school handbook is designed to provide important information about our expectations, procedures, and the many opportunities available to our students. I encourage you to review it together as a family and keep it as a resource throughout the school year. By working together and maintaining open communication, we can ensure that every student has a positive and successful educational experience.

Thank you for welcoming me into your school community. I look forward to partnering with you and celebrating the many accomplishments of our students throughout the year. Here's to a wonderful school year filled with learning, growth, and success!

Sincerely,

Heather Parmely
PK-5 Principal

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, or regulations of the school district. In this handbook, the word "parent" also means "guardian" unless otherwise stated.

Provisions contained in this handbook and school policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. Not all rules/regulations are stated in this book. Please keep in mind that individual teachers also have their own rules and regulations that students are expected to follow.

2026-2027 District Calendar

5/18/26

West Central Community School Calendar 2026-2027

August

M	T	W	TR	F
17	18	19	20	21
24	25	26	27	28
31				

September

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

		6.5			Registration
			Aug.	17	New Teachers
			Aug.	18-19	*Professional Development (TQ time TBD)*
5	5	28.5	Aug.	20	*Optional Work Day*
1	6	35	Aug.	24	*Classes Begin 1st Semester - 1:10 Dismissal*
			Aug.	25	*1:10 Dismissal-Professional Development (PLC)*
4	10	61			
4	14	87			
5	19	119.5	Sept.	7	Labor Day-No School
5	24	150	Sept.	25	1:10 Dismissal-Professional Development (PLC)
3	27	169.5			
2	29	182.5	Oct.	9	No School - Professional Development
4	33	206.5	Oct.	22	End of First Quarter (43 days)
5	38	239	Oct.	23	1:10 Dismissal-Professional Development (PLC)
5	43	269.5	Oct.	27	*P/T Conferences 3:30-7:30 (Dismiss @ 2:10)*
5	48	301.5	Oct.	29	*P/T Conferences 3:30-7:30 (Dismiss @ 2:10)*
			Oct.	30	No School - Compensation Day
5	53	334			
5	58	366.5			
5	63	399		25	1:10 Dismissal
3	66	416.5	Nov.	26	Thanksgiving
1	67	423	Nov.	27	No School
4	71	449			
5	76	481.5	Dec.	11	1:10 Dismissal-Professional Development (PLC)
5	81	514	Dec.	22	1:10 Dismissal
2	83	525	Dec.	23 - 31	Winter Break
			Jan.	1	Winter Break
4	87	551	Jan.	4	No School - Professional Development
5	92	583.5	Jan.	5	Classes Resume
4	96	609.5	Jan.	15	1:10 Dismissal-Professional Development (PLC)
5	101	642	Jan.	18	No School - Professional Development
5	106	672.5	Feb.	5	1:10 Dismissal-Professional Development (PLC)
5	111	705	Feb.	15	No School - Professional Development
4	115	731			
5	120	763.5			
			March	12	End of Third Quarter (days Dismiss @ 1:10)
5	125	796	March	18	*P/T Conferences 3:30-7:30 (Dismiss @ 2:10)*
5	130	828.5	March	23	*P/T Conferences 3:30-7:30 (Dismiss @ 2:10)*
5	135	860	March	25	No School - Compensation Day
4	139	886.5	March	26	Spring Vacation - Good Friday
2	141	899.5	March	29	Spring Vacation
2	143	912.5	April	16	1:10 Dismissal-Professional Development (PLC)
5	148	945			
5	153	975.5			
5	158	1008			
5	163	1040	April	*30*	1:10 Dismissal-Professional Development (PLC)
5	168	1072			
5	173	1105	May	*13*	*Seniors' Last Day*
3	176	1124	May	*16*	*Graduation*
0	176		May	*19*	*Last Day of School; End of 4th Quarter (days)*
			May	*19*	*1:10 Dismissal*

189 Day Contract

1 *holiday - Labor Day*
2 *holiday - Thanksgiving*
3 *holiday - Christmas*
4 *holiday - New Year's Day*
5 *holiday- Good Friday*
6 *holiday - Memorial Day*
7 18-Aug
8 19-Aug
9 23-Oct
10 4-Jan
11 18-Jan
12 15-Feb
13 August 20 or after last day

Early Dismissals

24-Aug
25-Aug
25-Sep
9-Oct
23-Oct
27-Oct
29-Oct
25-Nov
11-Dec
22-Dec
15-Jan
5-Feb
12-Mar
18-Mar
23-Mar
16-Apr
30-Apr
May 19 - Last Day

Snow Make-up Days

1. MLK Day 1/18 -if snow day occurs before winter break
2. Switch to Teacher PD
3. May 20
4. May 21
5. May 24

Any additional days will be made up at the end of school year.

5/19/2026

Elementary Staff (PK-5)

Name	Position	Email Address	Phone
Rob Busch	Superintendent	rbusch@wc.k12.ia.us	124
Carmen Swales	HR Director/Payroll Specialist	cswales@wc.k12.ia.us	152
Heather Parmely	PK-5 Principal	hparmely@wc.k12.ia.us	116
Bonnie West	School Nurse	bwest@wc.k12.ia.us	151
Kathleen Block	At-Risk Coordinator	kblock@wc.k12.ia.us	111
Lois Tyler	Secretary	ltyler@wc.k12.ia.us	101
Renae Streittmatter	Secretary	rstreittmatter@wc.k12.ia.us	100
Steve Milder	Guidance	smilder@wc.k12.ia.us	127
Kenzie Adkins	Preschool	kadkins@wc.k12.ia.us	144
Laurie Opperman	Preschool	lopperman@wc.k12.ia.us	146
Kaylee Schnoor	Kindergarten	kschnoor@wc.k12.ia.us	139
Amber Morse	1st Grade	amorse@wc.k12.ia.us	133
Amanda Kalb	2nd Grade	akalb@wc.k12.ia.us	145
Mariah Cushion	2nd Grade	macushion@wc.k12.ia.us	134
Jeannie Lincoln	3rd Grade	jlincoln@wc.k12.ia.us	135
Jackie Milius	3rd Grade	jmilius@k12.ia.us	135
Mike Sass	4th Grade	msass@wc.k12.ia.us	136
Tiffany Dralle	5th Grade	tdralle@wc.k12.ia.us	128
Deana Forsyth	Special Education	dforsyth@wc.k12.ia.us	141
Hannah Schveiger	Special Education	hschveiger@wc.k12.ia.us	141
Marissa Wright-Post	Special Education	mwright-post@wc.k12.ia.us	107
Valerie Buehler	Title 1	vbuehler@wc.k12.ia.us	155
Carla Even	Math Interventionist/TAG	ceven@wc.k12.ia.us	154
Stacy Fink	General Music/Choir	sfink@wc.k12.ia.us	130
Todd Walter	Band	twalter@wc.k12.ia.us	130
Jamie Vargason	Art	jvargason@wc.k12.ia.us	106
Micah Ruroden	Physical Education	mruroden@wc.k12.ia.us	132
Rachel Martin	Library	rmartin@wc.k12.ia.us	119
Galen Kelly	Custodian	gkelly@wc.k12.ia.us	
Tammy Richards	Head Food & Nutr.	trichards@wc.k12.ia.us	105

Elementary Schedule

Regular school hours are from 8:15-3:15. Students may enter the building at 7:30 for the before school program. Breakfast is available from 7:45-8:15. Students not eating breakfast should report to designated spots until dismissed to classrooms at 8:05. Due to safety reasons, students should not be on school grounds or in the school building before 7:30 a.m. or after 3:30 p.m. unless they are under the supervision of an employee or activity sponsor. At the end of the school day, please plan to pick them up immediately after school is dismissed. **Please do not ask your child to come across traffic to your vehicle.** If you wish to park, please come and pick your child up personally.

*****PLEASE NOTE:** If your child's transportation at the end of the day is to be changed for any reason, the school office must be provided with a written note or phone call or the child will be expected to use their usual procedure.

Assemblies

Blue Pride Assemblies are held the second Tuesday of each month at 8:30AM in the Klinge Gym. At these assemblies, we recognize students for their achievements in reading, math, and Blue Pride behavior! A classroom does a showcase at each assembly. Families and the public are welcome to attend these assemblies!

Breakfast and Lunch

Both breakfast and lunch are offered to all children attending school. You may deposit funds into your child's meal account at any time. Please send a check or cash with your child or drop it off in the office. You will be able to check your balances on-line. This will help you manage your account and avoid a negative balance. The office will begin notifying parents of account balances that will run out in approximately 5 days' time. You will be notified by email or a letter sent home when this takes place. The hot lunch secretary will also notify you by note or phone call when your balance is running low or is negative. Board policy prohibits students from "charging" lunches. If your account balance falls to a negative $5.00 balance, your child(ren) will automatically receive an alternative lunch and will receive no afternoon milk/juice until the account represents a positive balance.

Parents are encouraged to send healthy items for sack lunches. Students wishing to bring cold lunch will have to place money in their lunch account if they wish to have school milk or juice with their lunch. Pop and juices from home or the machines may not be used during lunch. Students who bring their lunch must eat it in the cafeteria. A reminder, that items such as soda

and meals/food purchased at fast food restaurants are generally not allowed in the school cafeterias unless specific permission has been granted by the campus principal.

Please be aware that to avoid tardiness and that students receive maximum instructional time, beginning at 8:05, students who arrive for breakfast will be given a to-go option. If you desire your child to receive the larger breakfast option, please make sure they are at school in a timely manner.

The noon hour is closed, which means all students are required to stay at school for lunch. Parents are always welcome to eat lunch at school with their child. Adult single tickets are available in the main office.

Free and Reduced Lunch

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a fee waiver should contact Lois Tyler, Board Secretary, for a waiver form by the end of the second week of school. This waiver does not carry over from year to year and must be completed annually.

Children from families whose income is at or below the levels established by the federal government are eligible for both free or reduced breakfasts and lunches. Students who receive free or reduced lunches may choose to bring a sack lunch; however, milk to go with this sack lunch is not covered by this program and must be paid for in cash. Milk for milk breaks must also be paid for in cash and is not covered by this program, either. Applications for free or reduced lunch eligibility are at all school offices. If you have questions regarding this program, please call the Superintendent's Office.

Field Trips

Field trips may be offered as an extension of the classroom to contribute to the achievement of educational goals and the district mission and vision. Parents will be notified prior to any field trip and a note will be sent to be signed granting permission. Absences in other classes due to attendance on field trips are considered excused. While on field trips, we encourage our students to remember that they are guests and represent the district and what we stand for. Some trips may involve parent volunteers. If you wish to be a volunteer, please feel free to inform your child's teacher.

Students will also be involved in the last day of school elementary field day.

Pledge of Allegiance

Iowa law states that each public school district shall administer the pledge of allegiance each school day with the flag displayed for grades one through twelve. A student or the student's parent or guardian have the right to object to reciting the pledge but must maintain respectful behavior.

Attendance

Attendance Policy Statement

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This policy is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements by Iowa Code

Definitions

- **Chronic absenteeism** is defined by the Iowa Department Of Education as any absence from school for more than 10% of the days or hours in the grading period (9 days in a semester).
- **Truancy** is defined as any child of compulsory attendance age who does not qualify for the specified exemptions listed in Senate File 2435 and has been absent from school for at least 20% of the days in the grading period (18 days in a semester).

Attendance required by law

A child who has reached the age of six and has not yet turned 16 by September 15 of the current school year is of compulsory attendance age. State law requires every person having custody of a school-aged child to send the child to a public school for the full time school is in session. Normally this is 180 days, or the equivalent as approved by the Superintendent of Public Instruction. Schools are required to report attendance data to the state and explain absences

above moderate levels, therefore we will proactively have conversations about students who are showing gaps in attendance.

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via [took out "certified"] mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

Chronic Absenteeism data will be collected by the SRI collections similar to previous years. The following are allowable exemptions under SF2435 (coding an absence as excused is determined by school official, not parent):

1. Completed requirements for graduation or obtained a high school equivalency diploma.
2. Excused for sufficient reason by any court of record or judge.
3. Attending religious services or receiving religious instructions.
4. Unable to attend school due to legitimate medical reason(s).
5. Individualized Education Program (IEP) that affects attendance.
6. Section 504 plan under the Federal Rehabilitation Act that affects attendance.

School Engagement Meeting

Senate File 2435 dictates that if a student is absent from school for fifteen percent of the days in a grading period (14 days), a school official will attempt to determine the cause of the absences and initiate a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences, and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the

performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

Truancy/County Attorney

The county attorney of the county where a public or accredited nonpublic school's central administrative office is located is responsible for enforcing attendance laws. Legal actions initiated by the county attorney will occur in the same county. The county attorney enforces attendance laws, with actions taken in the county of the school's central administrative office. Violations of absenteeism prevention plans or attendance laws result in public offenses. A child is considered truant if absent for at least 20% (18 days) of the days or hours in a grading period, excluding certain exceptions, as listed above. The truancy officer must promptly take legal action against anyone violating attendance laws.

SECTION II – School Building Attendance Policy & Procedures

Attendance Procedures

When a student is going to be absent, parents are requested to telephone the school office (not just the classroom teacher) between 7:15 and 8:15 a.m. If necessary a voice message may be left prior to 7:15 a.m. If notification is not received, the office will attempt to contact the parents, first at home and then at their emergency number. If after two days no communication is received, the absence will be considered unexcused.

Parents can access their student's attendance records through online access to JMC. Contact the main office for more information. Parents or guardians are also informed of the student's attendance through the report cards at the end of each quarter.

School Response to Student Absences

To comply with state law as well as support our students and families, West Central will follow these procedures in responding to student absences:

- **5th absence** - Parent/guardian contact by At-Risk Coordinator or other school official to determine cause and collaboratively problem solve
- **9th absence (chronically absent)** - School official notifies the county attorney and the child's parent or guardian (or the child if emancipated) by mail, including details about the absences and related disciplinary policies.
- **14 absences** - A school official must investigate the cause and initiate a school engagement meeting and develop an Absenteeism Prevention Plan (described above). County attorney is notified.

- **18+ absences (or failure to comply with the Absenteeism Prevention Plan)** - Truancy officer must promptly take legal action.

Tiered Systems of Support for Attendance

West Central School will support students and their families in regards to attendance within a three tiered MTSS framework.

Tier 1: Universal Supports – Universal supports are provided to all students throughout the year to raise awareness about the vital role strong attendance plays in student achievement. This will include clear, concise, and consistent communication about schedules and expectations, predictable routines related to attendance, accurate attendance recording and data monitoring, an engaging school climate, positive relationships with students and families, and individualized communication regarding absences to identify and address common barriers to attendance.

Tier 2: Early Intervention – Tier 2 interventions are provided to support students whose attendance is on a trajectory for concern. Students who missed 10% or more of school during the prior school year (18 days or more in a 180 day school year) will receive Tier 2 supports early the following school year. This includes **all absences, regardless of reason,** as research shows that missing 10% of school is an early warning sign that a student is off track. During the school year, tier 2 supports will be activated when a student has had **9 absences in a semester**, as this is roughly **10% of the number of days of school in a semester**. Intervention strategies may include, but are not limited to: *referral to the Student Assistance Team, conference with student, meeting with parents/guardians, and an individualized attendance plan.*

Tier 3: Intensive Intervention – Tier 3 supports are provided to students who demonstrate severe chronic absenteeism. This is determined as missing 20% or more days of school. Students who missed 20% or more in the previous school year will be provided tier 3 interventions at the start of the following year. During the current school year, tier 3 interventions are activated when students have missed **18 days of school in a semester, or 20% of school days, regardless of reason**, or when a student's attendance has not improved even with tier 2 interventions. Support at the intensive intervention tier includes: intensive outreach to locate student and family to assess the situation, home visits, coordinated case management with multiple systems including child welfare, mental health, health, housing, and transportation. Support from the Fayette County Attorney will be requested.

Tardiness

Students are expected to be in the classroom when school begins at 8:15 a.m. It is the responsibility of the parent and the student to see that the student arrives on time. Children who

report to school in the morning after 8:15 a.m., will be considered tardy. Note: We do not count the student tardy if he/she rides the bus and the bus arrives late.

Every three tardies per semester will count as one full day of unexcused absence from school. For this reason, procedures for responding to frequent tardies will follow the tiered systems of support for absences outlined above.

Students arriving late/leaving early

Students will not be excused from school unless the request is made by the parents/guardians. Students should only be released to parents or legal guardians unless specifically indicated otherwise in writing or by phone.

If your child needs to be dismissed during the day (doctor, dentist appointments, etc.) please send a note, dated and signed, with your child, or phone the information in to the office. If you need to take your child out of school unexpectedly during the day, please come to the office, and ask the secretary to send for him/her. For our students' protection, they are not allowed to leave without checking out through the school office.

If you are picking your child up anytime throughout the school day and at the end of the day, please pick your child up in front of the main building.

After School Program (ASP)

We provide supervision after school until 4:30pm through our after school program (ASP).

There will be a fee of **$40 per student** for the after-school program to ensure its continued availability. This fee will help offset a portion of the program's operating costs while allowing us to continue providing this valuable service to families.

There will be a late pickup fee of **$1 per minute after 4:30 p.m.** To assist with program planning and financial sustainability, you must be signed up and the **monthly fee must be paid by the 22nd of the month prior to attending the ASP**. You can sign up with the google form linked on our school website. Payment can be made with cash or check in the office.

There will be NO ASP on early out days or Fridays.

***The Program Administration retains the right to make final decisions and exceptions in all cases to ensure the safety and well-being of all children.*

Communication

Email

Email, which is paperless and efficient, will be a main form of communication with families at West Central on an individual, class, or building level. All families will be encouraged to supply the school with an email address and frequently check emails. Families can contact the office to receive daily announcements and other information that comes from the community and area agencies. If families do not have an email, the school will make contact via mail or phone.

Open House and Conferences

The school will hold an open house and conferences in the fall and spring to keep the communication on-going. It is extremely important that you attend in order to discuss the growth of your student and any interests or concerns.

West Central Website

Please check the West Central Community School District website at https://www.w-central.k12.ia.us/ for activities calendar, master calendar, board minutes, and any other important announcements or information.

Notes/Money to and from School

When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or money. Also, the school regularly sends notes and papers home with students. Parents, please continue to check students backpacks for any possible notes or papers that students may forget to give you.

Whenever it is necessary for the student to bring money to school to pay for school lunch, special assessments, etc., please place the money in a sealed envelope with the child's name, grade, amount, and purpose for which the money is sent appearing on the outside of the envelope. It is also desirable for large amounts to be sent in the form of a check, whenever possible.

Postings/Handouts of Information

Students or adults wishing to post or distribute information or signs need administrative approval.

School Cancellations and Closing Communication

School cancellations caused by weather conditions or other emergencies will be announced as early as possible through JMC and Facebook. If you are not receiving text messages through JMC please contact the office. Announcements are also made on these local TV and radio stations:

Radio: KOEL 950 AM

Television: KWWL Channel 7 and KCRG Channel 9

Academics

District Wide Assessments

- Iowa Assessments
- FAST Literacy, Math, and Behavior

Excuses from Participation

Children are expected to participate in all school activities including Physical Education, recess, and field trips if they are sent to school. Parents/guardians need to have a doctor send a letter recommending that the student be excused. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school. Recess privileges may also be denied on an occasional basis if a student has not made productive use of class or recess time.

Special Services

Services are offered by the Keystone AEA. If you are concerned about your child please communicate with your child's teacher first. Always feel free to reach out to the principal as well if there are any questions about services.

Media Center (Library)

The main purpose of the media center is to promote literacy and information-seeking skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore.

Children are encouraged to check out materials from the media center. The number of items allowed to check out and the frequency of checkout times vary by grade level. Students may be charged for late, damaged or lost items.

Student Expectations

PBIS (Positive Behavior Interventions and Supports)

Positive Behavioral Interventions and Supports (PBIS) is an approach schools use to promote school safety and positive behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention, not punishment.

PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. Everyone learns what's considered appropriate behavior and they use a common language to talk about it.

West Central teaches/reviews expectations at each location at the beginning of every year as well as after winter break.

Please click here to review the expectation posters for different locations at the school.

Behavior Expectations

Schoolwide Expectations: Be Kind, Be Respectful, and Be Responsible

Staff follow the behavior matrix outlining unexpected behaviors and possible consequences.

Level 2 and 3 behaviors will be submitted into JMC as an office referral by a staff member.

Please click here if you would like to learn more about the specific behavior matrix.

Video Surveillance

West Central Community School District uses video cameras on school property and on school transportation to help maintain a safe, secure, and orderly environment for all students and staff.

Video cameras may be used to monitor and record student behavior. Recordings may be reviewed by school administration when concerns arise regarding student safety, behavior, or school rules.

Video recordings may be used as part of a student disciplinary investigation or proceeding. When appropriate, recordings may be maintained as part of a student's educational records and retained for as long as necessary for disciplinary, safety, or other administrative purposes.

Parents or guardians may request to view a recording involving their child when the recording is used in a disciplinary matter involving their child. Access to recordings will be provided in accordance with applicable student privacy laws and district procedures.

Phone Calls

Students must get permission from their classroom teacher to use the phone in the office. This should be for emergencies only. Parents should communicate with their children regarding transportation, school supplies, appointments, childcare or other after school activities at home to avoid unnecessary learning interruptions. Students may not use cell phones at school. If a child must bring a cell phone in order for you to keep in contact outside of school hours, the phone must remain in the student's backpack. If teachers see a phone, it will be turned into the office where the student may pick it up at the end of the school day.

If a parent would like to talk to a teacher, please call before 8:10 or after 3:15. Teachers cannot leave children unattended, so in most cases, they are unable to leave the class to take a call. Please leave a message with the secretary. The teachers will try to return your call as soon as possible. We also encourage parents to communicate through email.

Homework

Homework is assigned work to be done at home to strengthen study skills. Classroom teachers at all grade levels will determine homework assignments. Teachers will share homework expectations with families at the beginning of the year. We encourage parents to support your student's academic expectations and become familiar with their teacher's homework policy. Students are expected to make-up work from absences. In the case of a planned absence, please communicate that with the teacher in order to discuss any potential work that will be missed. For lengthy absences, please provide more time for the teacher to effectively assemble the books and materials needed in order to carry out the request.

Dress Code

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings but are not appropriate for school. Our

intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, tobacco products, sexual or racial references, or swearing) cannot be worn at school. Clothing also causing damage or required maintenance to school property may not be worn.

- Shirt tops must overlap bottoms
- No underclothing may show
- No suggestive or inappropriate logos (e.g. cigarettes, alcohol, language etc.)
- No oversized muscle shirts
- No open backs or halter tops
- Straps must be wide enough to keep the top portion of tanks high and unrevealing
- Apple Watches must be silenced. If they become a distraction, the teacher has the right to confiscate and turn into the office.
- Cross body bags are to be left with their coat and backpack.

Students may wear appropriate masks if it pertains to the health and mitigation of spread of an infectious disease/virus and as dictated by public health officials.

Students should think ahead for the kind of weather that may occur later in the day and dress appropriately for potential changes. Wear warm clothing, boots, warm coats, hats, and mittens when the weather is cold. Coats or jackets must be worn when the temperature is below 50º F. Boots and snow pants must be worn to play in the snow or in muddy spring weather. Students will go outside for recess with the real feel remains above 0. This is regardless if it is a 15 or 30 minute recess.

Lockers

Students are not to have any liquids, other than water, in their locker, and you are required to have a pass to go to your locker during class periods. Students are expected to keep their books, coats and valuables in their lockers. Students can take valuables to the office for safe keeping. Students are discouraged from bringing money or other valuables to school. Students are not allowed to take book bags and coats to the classroom. Students can bring a sweatshirt to wear to class if they are cold. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Exceptions may be made by the principal in the case of spirit signs or other school-wide decoration. Students are responsible for paying for damages to their locker. Locks for lockers are not to be jammed. DO NOT LEAVE MONEY OR OTHER VALUABLES IN YOUR LOCKERS. THE SCHOOL IS NOT RESPONSIBLE FOR THEFTS!

Celebrations

All students may have room parties to celebrate special days. Students can bring a birthday treat to celebrate their birthday. If parents prefer that their children do not participate in any of these activities, they should send a note and students will be provided an alternative activity. *If students have a party outside of school, please mail the invitations. This will avoid hurt feelings at school.*

Searches

Students and parents are hereby notified that inspections of personal property may occur without prior notice periodically throughout the school year. When conducted, the student(s) will be present for the inspection. Searches of student property may be conducted when the principal or their designee has a reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

Personal Property

Children are discouraged to bring any personal items to school. Valuable objects require extra attention from school personnel and we cannot guarantee their safe return. Because toys may distract from instruction and learning, please allow children to bring them only on days designated by the teacher. Items may be confiscated and can be reclaimed by a parent/guardian.

The school has purchased recess equipment, balls, and toys. Due to this, if a student brings something for recess they will be asked to leave it in their backpack. We do not want personal belongings stolen or broken.

Lost and Found

Please put your child's name on all personal belongings that could get lost or misplaced. Please check lost and found items periodically to reclaim your child's belongings.

Temporary Removal from Classroom

A student may be removed from class for conduct that disrupts instruction in accordance with board policy, district regulations, and applicable law. Removal from class for violent or

nonviolent disruption will be handled under the district's Disruptive Behavior policy and regulations.

Students removed for violent or nonviolent disruption will receive due process consistent with law and board policy. The district will provide alternative learning arrangements and an opportunity to make up missed work as required by policy. Parent/guardian notice, readmission procedures, repeated-removal procedures, behavior planning, and disability-related procedures are governed by board policy, district regulation, and any applicable IEP or Section 504 plan.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in West Central CSD are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Heather Parmely, Elementary Principal.

Transportation

School transportation is an integral aspect of the educational process and should be thought of as an extension of the instructional day. Therefore, students will be given the same consideration for due process as is afforded to them in the classroom situation. Students wishing to ride the bus that normally do not, must bring a note from their parents and give the school as much advance notice as possible. Bus students wishing to be dropped off in a spot different from their designated drop off point must have written permission from their parents to do so.

Guidelines for Student Bus Riders

Children will have a safe trip if drivers can concentrate on driving, not discipline. If students are frequently reminded to follow the rules and fail to do so, bus riding privileges can be revoked. Please speak to your child that riding the bus is a privilege, not a right. Our first priority is safety. Students will:

- Walk to the bus stop and arrive on time.
- Wait for your bus in a safe place, off of the road.
- Remain seated while the bus is moving.
- The bus is school property, and any damages will be afforded to the responsible parties.

- All bus incidents should be reported directly to the bus driver who will report the incident to the principal.

Parent and Community Involvement

Visitors and Guests

School visits are encouraged. As a courtesy, we ask you to notify the teacher one (1) day before visiting. To minimize disruptions we request that you follow these guidelines when you visit -

- When coming for a classroom visit, you must check in and out at the Main Office.
- Because small children can distract our students in the classroom, we ask that children less than 5 years of age visit only with prior approval.
- We do not allow children from other schools to visit West Central students during school hours.
- It is recommended that there be no visits during the first 2 weeks of the busy opening of school and the last 2 closing weeks of the school unless there are events were visitors are welcome.

Volunteer Program

Volunteers are welcome at the elementary. Please visit with the administrator to determine placement and to discuss confidentiality. Volunteers are welcome to assist in the day to day operation of the school by:

- Listening to students read
- Providing assistance with math and reading skills
- Help in the library
- Being a guest speaker
- Assisting with classroom plays, projects or assignments
- Providing extra supervision during fields trips or outdoor events
- Developing hands-on learning activities
- Assisting in the cafeteria
- Providing specific care for individuals or groups of students

Pets

Students can bring pets to school only with permission from their teacher. If permission is given, an adult must bring the pet and take it home. Students are not allowed to bring pets to or from

school themselves or on the school bus. If a student is allergic to animals or if parents do not want their child to participate in learning experiences (including assemblies) that involve animals or birds, please send a written note to the school.

Concerns

If parents have concerns regarding a situation at school, you are urged to follow this procedure:

Step 1: Contact your child's teacher to discuss the problem and possible solutions.

Step 2: If the concern is not resolved, request a conference with the principal.

Step 3: If the concern is not resolved, request a conference with the superintendent.

Health and Safety

School personnel are here to assist students with illness, medical needs, or injuries. It is required that all parents complete an Emergency Medical Referral card for each of their children. This will tell us how to contact you or another responsible and agreeable adult if your child becomes ill or is injured at school. Please list health problems, including allergies to foods, medicine and insect bites/stings. Please notify the school if your address, home phone, business phone or emergency phone number changes during the school year. Every attempt will be made to notify parents in case of an emergency.

Immunizations:

Students must be immunized against –

- Rubella (measles)
- Haemophilus Influenzae type B
- Rubella (German measles)
- Hepatitis B
- Poliomyelitis
- Varicella
- Diphtheria/Tetanus/Pertussi

According to Iowa law, you must have your child immunized and present a completed immunization card or EXEMPTION form for school files.

Medications

If your child needs to take medicine at school, a parent or guardian must bring it to the Main Office. Please send a note including the child's name, the dosage, and time of day to be taken and expected duration of treatment. **By law, we cannot dispense medication unless it's in the original, labeled container.** Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school.

Lice

Head lice infestation is a recurring problem in schools. Although not life threatening, head lice is a nuisance. The school's head lice policy shall be aimed at reducing the stigma associated with head lice problems. If a student is diagnosed with head lice she/he will be allowed to complete the school day. At the end of the day, the student will receive a copy of instructions reflecting the most recent medical suggestions for head lice treatment and could receive a treatment kit, which includes a special comb. Parents are responsible for eradicating head lice on their children. The school may refer the case to Palmer Community Health Department for assistance.

Drills

Two fire and tornado drills are held each semester. Students will also participate in school safety drills such as lockdown with warning and lockdown with intruder.

Emergency Information

When you register your child, you will be asked to fill out a form indicating your home phone, work phone, and an emergency phone number of a neighbor or a relative living in the immediate area that you designate as an emergency contact (i.e. who could be in charge of your child in case you cannot be reached). Please be sure that the person indicated as the emergency contact is aware that his/her numbers are being given to the school for this purpose. If this emergency contact number changes during the school year, notify the school secretary immediately. If a life-threatening emergency exists and no one can be reached, the school personnel will call an ambulance.

Other Emergencies

In the case of an unforeseen emergency, (i.e. power outage, bomb threat) an emergency plan will be implemented and parents will be contacted as soon as possible.

Technology

Internet access is available to students and teachers in the West Central Elementary buildings. Internet accessibility is to support research and education in schools. Use of the internet is a privilege, not a right, and inappropriate use may result in disciplinary action. The West Central School District has a firewall and filtering system in place that will monitor and log Internet activity, as well as block unacceptable websites but the school district cannot guarantee that a student will not be able access objectionable material on the Internet. Proper use of the Internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents, and employees of the school district. You will be asked to sign a permission form at registration time so that your child(ren) can use the Internet.

1:1 Chromebook Technology Agreement

Technology Vision Statement

The vision of the West Central CSD is for technology to be a seamless, transparent part of the educational environment, a tool that's used to enhance a student's ability to learn. Graduates of the West Central CSD will be able to successfully adapt to an ever-changing global society by being able to select the appropriate technology for the task and apply it.

Receiving Your Chromebook:

Chromebooks will be distributed prior to the beginning of the semester. *Parents and students must sign and return the 1:1 Chromebook Agreement before the Chromebook can be issued to their child.*

Training:

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of the School District of West Central will be required to return their Chromebook and accessories. If a Chromebook and/or accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian may be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated school person. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from falls or abusive handling. Carrying the Chromebook in the issued padded sleeve or case in a backpack or bookbag is acceptable provided the backpack or bookbag is handled with care.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessible. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The use of individual headphones/earbuds is encouraged and used at the discretion of the school teacher.

Printing:

Printing functionality will not be available at school. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of The West Central CSD.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow West Central's Acceptable Use Policy

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the West Central School District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on a USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact.

However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook:

Chromebooks will be labeled in the manner specified by the school in the following ways:

- Record of serial number and West Central CSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Repeated offenses for leaving a Chromebook in an unsupervised location may result in disciplinary action.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

If a Chromebook becomes defective (at no fault of the student) after the initial warranty expires, The West Central CSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Intentional Misuse or Abuse

The West Central CSD will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support

Mr. Nolen will be the first point of contact for repair of the Chromebooks. Services provided by Mr. Nolen include:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

1:1 Day Use Policy/Procedures

Day Use Policy is limited to those students whose parents deny the issuance of a Chromebook to their child for a variety of reasons OR if a student has lost the use of an individual Chromebook.

Students who work within the parameters of the Day Use Policy are still required to complete all assignments issued by his/her teacher. They may complete these on-line at home using a home device or they may complete them in a pencil-paper format. Individual directives on assignments will be given by the classroom teacher.

Students should go before school to their teacher and check out a Chromebook each day. They must return their Chromebook to the teacher prior to them leaving the school for the day-regular dismissal time or whenever they leave. While this may seem an inconvenience, we do not have the luxury of having extra Chromebooks in each classroom.

Day Use Chromebooks will be marked via their protective cases for identification. Students are still responsible for the care of this Chromebook. Parents are responsible for any damage to the Chromebook during day use and may be subject to a repair fee. A student may lose the use of a Chromebook at the discretion of the administration.

Chromebook Policy

Student Pledge

- I will take good care of my Chromebook
- I will never leave my Chromebook unattended or in an unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it appropriately.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the West Central School District.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and accessories in good working condition at the end of each school year.
- I agree to transport my Chromebook at all times in an approved protective case.

1:1 Chromebook Agreement

The following information must be filled out completely prior to the District distributing a Chromebook to your child. Failure to complete the following information may delay your Chromebook being issued. One form per child must be filled out.

Student Centered, Future Focused

Parents/Guardians,

Please initial each of the following:

_____ I have read and discussed the 1:1 Handbook with my child. I understand that my child's failure to follow the information and expectations outlined in this document may result in disciplinary or financial consequences.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____Date _____

Student

_____ I have read and understood the Handbook. I understand that my failure to follow the information and expectations outlined in this document may result in disciplinary or financial consequences.

Student Printed Name _____

Student Signature _____ Date _____

These are the following fees that will be assessed for the following reasons:

Missing bag/case	$34
Missing charger	$25

Damaged Chromebook battery pack	$45
Keyboard assembly	$45
New screen	$85
Chromebook replacement	$260

- When a student forgets a chromebook or charger one will be charged to them until it is returned.
- Consideration between intentional, or perceived intentional damage, to be assessed individually from verified accidental damage.

Technology and Digital Instruction

Instructional technology and digital instruction for students in kindergarten through grade five are governed by board policy and district procedures. K–5 digital instruction is limited as established by board policy. One-to-one digital device programs are adopted or renewed by the board and implemented through district procedures. K–5 students will not access or use digital devices during recess except as required by law or board policy.

District Notification and Policies

Physical Restraint of Students

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 places limits on 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 link http://www.iowa.gov/educate/ and search for Timeout, Seclusion and Restraint.

Hazardous Materials

West Central is in compliance on:

ASBESTOS - RADON - LEAD

The management plan that has been followed may be viewed in the superintendent's office at any time during business hours.

Asbestos: all the asbestos in our building is encapsulated or has been removed. The Iowa Hazardous Chemical Risk "Right to Know" Act was passed by the legislature in 1984 and is currently in Chapter 455D, Code of Iowa. Chapter 110, 120, 130, and 140 of the rules are used to implement this code.

Lead: All buildings accessible drinking water sources have been tested for levels of lead and were found to be below the level found to be hazardous.

Chemicals: All chemicals contained within the buildings are listed in the "Right to Know" book in the superintendent's office. Warning and informational signs are prominently displayed in areas containing chemicals.

Management Plan: The management plan that has been followed may be reviewed in the superintendent's office at any time during business hours.

Release of Student Records

As a parent, you have access to your child's school records. School Board policy also makes the records of students 18 years old or older available to parents.

School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, board policies limit information that can be given to people outside the district without emancipated students' parental permission. West Central policies on access to student records and other parent and student rights comply with the Family Education Rights and

Privacy Act of 1974. Procedure for reviewing records and a summary of other parent rights are available in the school's office.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of those records; 3) receive a list of individuals who have access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to a report on the grounds it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact West Central Guidance Counselor, Section 504 Coordinator for the West Central Community School District, P.O. Box 54, Maynard, Iowa 50655, or call (563) 637-2283 between the hours of 7:30 AM and 3:30 PM.

Residency Requirements

Students must reside within the boundaries of the West Central School District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criterion may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the Superintendent's Office if you have any questions

Homelessness

Iowa law provides a free public education to all qualifying children, including those who might be temporarily homeless. West Central Community School stands ready to provide education services to all qualifying children currently residing in our district.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, train station , or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

If you have information regarding qualified children not currently enrolled, please contact

Heather Parmey, PK-5 Principal.

If you are the parent/guardian of a homeless child, please contact our school. We are committed to providing a quality education to all children.

Anti-Bullying/Harassment Policy

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an

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

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. **The Level 1 Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principal, to develop procedures regarding this policy. The superintendent also is responsible for

organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- and a copy shall be made to any person at the central administrative office at (305 Pember Street, Maynard, Ia, 50655)

Legal References:

20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).

42 U.S.C. §§ 2000d-2000d-7 (2004).

42 U.S.C. §§ 12001 *et. seq.* (2004).

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).

Iowa Code §§ 216.9; 280.3 (2007).

281 I.A.C. 12.3(6).

Cross References:

403.6 Harassment

502 Student Rights and Responsibilities

503 Student Discipline

506 Student Records

Approved: July 18, 2022 **Reviewed: July 14, 2022**

Student Centered, Future Focused

Revised: August, 2022

Code No. 104.E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of reporter: _____

Position of reporter: _____

Date of report: _____

Name of alleged harasser/bully: _____

Date and place of incident(s): _____

Description of incident: _____

_____

_____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

_____

Any other information: _____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge

Signature: _____ Date: _____

Code No. 104.E2

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Date and place of incident(s): _____

Description of incident witnessed: _____

_____

_____

Any other information: _____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge

Signature: _____ Date: _____

Anti-Bullying/Harassment Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. tell a teacher, counselor or principal; and
2. 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 did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;

- how the student felt; and
- how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify **The Building Principal**, or the designated **level one investigator, Steve Milder**. If a case warrants a level two investigation, the **level two investigator is the Fayette County Sheriff's Office** will be contacted. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The investigator will provide a copy of the findings of the investigation to the superintendent.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Child Abuse

Chapter 102 Regulations Requirement

The West Central Community Board has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to the Superintendent.

Child Custody

If there is a court order that limits the rights of one of the parents, such as custody or visitation, the office must have a copy of the court order. If no order is provided, then it is assumed that both parents have equal rights to pick up children at school and all other contact situations.

Educational Equity

It is the policy of the West Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator:

Rob Busch, Superintendent of Schools

Student Fees

Student fees for the 2026-27 school year will be $60.00 for students in kindergarten and $65.00 for students in grades 1-5. There will be a required planner fee of $3.00 for all children in grades 2-5. Children from families whose income is at or below the levels established by the federal government are eligible for a waiver or reduction of these fees. Approval will be made by the

Superintendent and based on the income level of the family. If you have questions regarding this, please call the Superintendent's Office.

Teacher Qualifications

Parents in the West Central Community School District have the right to information regarding their child's teachers' qualifications, state licensure requirements for the grade level and content areas taught, current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Superintendent's Office by calling 563.637.2283.

Vandalism

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from such persons, or in the case of minors, from their parents – under the state law of Iowa.

Weapons

Code No. 502.6

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects

will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, spring, or compressed air, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Improving America's Schools Act of 1994, P.L. 103-382.

McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Iowa Code §§ 279.8; 724 (1995).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved: Reviewed Revised

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved: Reviewed Revised