

**Springville Elementary
Parent/Student Handbook
2025-2026**



Mission Statement:

The Springville Community School District instills a lifelong love of learning and promotes the achievement of the individual within a positive learning climate where high expectations are cooperatively set by school personnel, students, parents, and the community.

The Oriole Promise: Be Respectful, Be Responsible, Be Your Best

**Springville Elementary School
400 Academy Street
Springville, IA 52336
319-854-6195
Fax: 319-854-6199
www.springville.k12.ia.us**

Vision

Student Centered - Achievement Driven - Future Focused

Mission

The mission of the Springville Community School District is to instill a lifelong love of learning while promoting the achievement of the individual student within a positive learning climate where high expectations are cooperatively set by school personnel, students, families, and the community.

Goals

Academic

- Improve reading and math scores
- Increase academic rigor
- Instill the belief that all students can learn at a high level

Teaching and Learning

- Engage students through personalized and differentiated learning
- Increase course offerings
- Graduate life-ready students

Culture and Climate

- Increase communication with families
- Foster student retention
- Provide a safe and secure environment
- Promote a family atmosphere

Important Dates 2025-2026

August 25	First day of school, Semester 1, and Trimester 1 (1:55 pm dismissal)
October 21 & 23	Parent-Teacher Conferences (2:20-7:40 pm)
November 14	End of Trimester 1
December 24-January 4	Winter Break (No School)
January 5	Beginning of Semester 2
February 20	End of Trimester 2
March 10 & 12	Parent-Teacher Conferences (2:20-7:40 pm)
March 16-20	Spring Break (No School)
May 22	End of Semester 2 and Trimester 3

Welcome

Welcome to Springville Elementary School. Our teachers are a supportive community of diverse individuals committed to providing an environment that encourages and challenges each student to appreciate the joy of knowledge in the pursuit of lifelong learning.

We hope you find this handbook informative and useful. It is important that you read this handbook and retain it for further reference throughout the year.

A Message to Parents

Working together as an educational community, we want the best for all of our students. In order for your children to benefit the most from their educational experience, it is important and necessary for parents to:

- Realize that receiving their education is the primary business for students during the school year and very few things are allowed to interfere with this important work.
- Be involved and interested in your student and know if they are working up to their full potential. Encourage your student to reach for high goals.
- Be certain that your student receives proper amounts of rest, nutrition, exercise, and study time.
- Check into both sides of the story when looking for further information. There are times when a student may leave out some key information.
- Check your student's progress by way of Power School and by way of the report card at the end of grading periods.
- Please feel free to visit the school to discuss your child's educational progress.

As we partner together, students will benefit and be given the precious opportunity to receive an education. Thank you for your support and the vital role you play in this great endeavor.

Parent, Guardian, or Community Concerns

The school district recognizes that there may be situations that arise in regards to the operations of the school which may be of concern to parents, guardians, and community members. It is the goal of the school district to ask individuals to resolve these issues at the organizational level that the issue arises from and then follow an appropriate chain for resolution of those issues. If you are unsure of the level that you should address initially, please contact the appropriate office for guidance.

Additional information from the Iowa Department of Education can be found at:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

Springville Community School District Belief Statements

We, Your Faculty and Staff, believe that:

- The mission of the Springville Community School District is to develop lifelong learners.
- Promoting the achievement of the individual will happen in a safe, drug free, inclusive, and positive learning environment.
- High expectations will be set for all students and they will have the opportunity to receive the knowledge and skills to achieve them.
- School personnel, students, parents, and the community will set expectations of continuous school improvement cooperatively.

Student Learning Goals

- Students will have an excellent foundation in the basic skills.
- Students will communicate effectively in a wide variety of situations utilizing excellent speaking, writing, and listening skills.
- Students will problem solve using high levels of critical thinking.
- Students will be responsible, productive, contributing citizens.

2025-2026 SPRINGVILLE ELEMENTARY STAFF
SPRINGVILLE ELEMENTARY SCHOOL PHONE (319) 854-6195

PERSONNEL

PRINCIPAL – Shannon Robertson Extension 2002
SECRETARY – Jessi Sweet Extension 2000

Jess Cizmadia	School Nurse
Christina Zaruba	Preschool Teacher
Jonilynn Thompson	Preschool Teacher
Brittany Strobe	Transitional Kindergarten Teacher
Ryan Batisto	General Music
Andrew Escalante	5th/6th Grade Band; General Music
Tyler Husak	PE
Jade Rowell	Art/TAG
Emily Horak	Art
Angie Ceynar	Kindergarten Teacher
Alyssa Fangmann	Kindergarten Teacher
Elizabeth Hill	1st Grade Teacher
Kristen Nyberg	1st Grade Teacher
Hope Brown	2nd Grade Teacher
Jami Schnieders	2nd Grade Teacher
Beca Houchins	3rd Grade Teacher
Mike Roudabush	3rd Grade Teacher
Laurel Noreuil	4th Grade Teacher
Valerie Stone	4th Grade Teacher
Jen Fisher	5th Grade Teacher
Tori McDonald	5th Grade Teacher
Talia Parenteau	6th Grade Teacher
Veronica Wagoner	6th Grade Teacher
Sarah Holub	Librarian/Title I
Sandy Hoogland	Title I/At-Risk Reading Specialist
Lori Brown	Special Education Teacher
Liz Zorn	Special Education Teacher
Wyatt O'Connor	Special Education Teacher
Malak Almotairi	Elementary School Counselor
Meleah Jones	K-12 Instructional Coach
Austin Neuendorf	K-12 Instructional Coach/Student Progress Coordinator
Elizabeth Deeney	Associate
Allison Rubner	Associate
Serena Whited	Associate
Liz Thurston	Associate
Sierra Rogers	Associate
Amanda Carson	Associate
Rachel Meyer	Associate
Michele McCoy	Food Service Director
Jeff Baych	Building and Grounds Director
Scott Kilburg	Custodian
Dale Hatch	Custodian

102.E1 NOTICE OF NON-DISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Springville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age (except for permitting/prohibiting students to engage in certain activities), political party affiliation, marital status, or genetic information in admission or access to, or treatment in, its educational programs and activities, or its employment practices. Any person having inquiries concerning the school district's compliance federal and/or state non-discrimination laws is directed to contact the school district's compliance officer: Melissa Murphy, High School Counselor at 400 Academy Street, Springville, Iowa 52336, or 319-854-6196 from 7:45 a.m. to 3:45 p.m. who has been designated by the school district to coordinate the school district's efforts to comply with federal and/or state non-discrimination laws.

Equal Educational Opportunity

The school supports the delivery of the education program and services to students free of discrimination on the basis of race, color, gender, marital/parental/familial status, national origin, religion, creed, sexual orientation, gender identity, genetic information or disability. Students are educated in programs that 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 Autumn Pino and can be reached at 854-6197. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Study Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the principal at 854-6195.

Absences and Attendance

NOTE: Springville Schools Attendance Policy is currently being revised to reflect updated rules and regulations regarding absenteeism. Upon completion, this policy will be updated.

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the school office at 854-6195 extension 2000, before 8:30 a.m. each day. If the absence is due to illness we request that you tell us the type of illness since it is necessary to monitor contagious diseases. In some situations we may request a doctor's note to explain prolonged or frequent absences. **All students will participate in the physical education program unless excused by a physician.** Students are tardy after 8:10 a.m. Parents must sign their student(s) in at the office when tardy. **Students should not come to school before 8:00 a.m.** The doors are opened at 8:00 a.m. (7:45 a.m. at the secondary entrance for students eating breakfast in the morning).

Chronic Absenteeism

Attendance in school matters because kids need to be in school to learn. Children who miss 10 percent or more of the days they should be in school – for any reason (excused or unexcused) are considered chronically absent. Children who are chronically absent from school are at risk of falling behind, which can hurt their chances of success in school and in careers they pursue as adults. Parents and students will be notified by the school when the 10% threshold has been crossed. Depending on circumstances, a plan may need to be put in place to assure students are attending classes more frequently.

Five-Day Absence Policy:

The Springville Community School District limits the number of days a student can be absent from school to the **equivalent of five (5) school days during a semester**. The Springville Community School District has identified two types of absences: excused and unexcused. Excused absences will not be counted as part of the five (5) day policy per semester. Unexcused absences will count against the 5-day policy.

Absences:

Excused: (Will not be counted as part of 5 days)

1. illness;
2. family emergencies;
3. death of a family member or close friend;
4. recognized religious observances;
5. court appearances, if the appearance is validated by the Clerk of Court;
6. college visits with the recommendation of the school counselor;
7. school-sponsored or approved activities (field trips);
8. necessary appointments that cannot be scheduled outside the school day;
9. family trips or vacation approved by the building principal, provided that the student's work is finished prior to the trip or vacation; and
10. other absences deemed excusable by the building principal.

**In the event of prolonged or frequent absences, the school reserves the right to request documentation verifying the absence to make a determination if the absence will be considered excused. Failure to provide documentation may result in the absence being labeled as unexcused.*

Unexcused: (Will be counted as part of 5 days)

1. Oversleeping
2. Missing the bus
3. Parent notification for pulling a student out of school (for reasons not stated in verified category).
 - a. Examples could include, but not limited to: shopping, birthday, hair/nail appointments, ambiguous reasons (“My son/daughter will not be in today”), etc.
4. Absences that occur when a student leaves without obtaining permission to leave or the office are not notified by a Parent/Guardian.
 - **Students must arrive to class within the first 20 minutes of the day before the tardy becomes an unexcused absence.** We know that things come up and situations arise in which a student may be late to school on occasion, however habitual tardiness is problematic for a student’s positive progression and overall success in school. It is important that students are present and on time to school each day in order to ensure students are receiving the content and direct instruction needed in order to be successful as they move through the grades.

The principal reserves the right to determine on a case-by-case basis if the absence or tardy falls under excused or unexcused.

Notification of Parents:

Parents/Guardians will be notified when a student has used up their allotted (5) days. This notification will be an alert to collaboratively work together to create a plan in order to support more positive attendance moving forward for the student.

Accident and Emergency Information

At registration time in August you will be asked to provide your home phone number, telephone number at work, and an emergency phone number of a neighbor or relative who could be in charge of your child and his/her needs when you cannot be reached. It is important that we have multiple contacts to reach out to in case we are unsuccessful in reaching parents/guardians. Please be sure that the individuals listed as emergency contacts are aware that you have given their number to the school as an emergency phone number. If at any point during the school year this information changes, please notify the school as soon as possible so that we may keep our records up to date.

Bicycles

Bicycles are to be parked and locked in the bicycle rack and not moved until the child is ready to leave for home. Bicycles are to be walked onto the school grounds when coming to the bicycle racks as well as walked off school grounds at the end of the day at departure time and can be ridden once the student is off school grounds. Students riding bicycles to and from school should wear helmets. Students are not to sit on the bicycle rack. **Kindergarten students are not to ride their bikes to school.** This is for safety.

Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. 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; and
 - 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 or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student or his/her 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- 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, job, etc; and
- demeaning jokes, stories or activities.

Bus Transportation

When there will be a change (riding another bus, staying in town, going with parents or relatives, etc.) please notify us by sending a note with your child or you may call the office **before 2:30 p.m.** The office will then advise the bus drivers. Please make sure the directions you want your child and the school to follow are clear and include your signature and date. We will not let the child do something different than normal unless we have a call or note from home. These precautions are for your child's safety. If your child will not be riding the bus to school, please call Transportation so the bus does not stop and wait. Call 319-854-6197 extension 1050 before 7:00 a.m. and leave a message. Bus students MAY NOT leave the school grounds after dismissal and before boarding the school bus.

Please discuss the importance of bus safety with your children. The bus driver's job is to transport children safely. If students are requiring discipline or reminders, this interferes with the safety of others. Bus violations are issued to students when their actions interfere with the safety of others or bus rules are broken. Students are expected to enter the bus quietly and stay seated. Yelling, throwing things, and fighting are not permitted. If any of these are violated, a bus violation can be issued. Parents will be notified of the violation. Students may be issued a suspension or lose bus-riding privileges if a third violation is received and parents will need to make transportation arrangements for the designated period of time.

Sometimes children bring quarrels that started in the neighborhood with them to the bus and to school. It is really beneficial to the child to leave those problems there and to get off to a good start each day. Your cooperation and assistance with these bus safety matters are extremely important for the safety of ALL students.

C.A.S.T. (Community And School Together)

Parents of students in the Springville School District and citizens of the community organized a Community And School Together association. C.A.S.T is Springville's Parent Teacher Organization. For many years, C.A.S.T. has provided funding for things such as class field trips, wrap-around funding for things that our teachers and students need, meals for Parent Teacher Conferences and Teacher Appreciation Week. The power in this group is in its volunteers. If you are interested in getting involved in C.A.S.T. or are interested in general volunteer opportunities, please call the elementary school office at 854-6195.

Change of Address

It is very important that you inform the school immediately of any changes in your telephone number, address, individuals permitted to pick up your child, or the identification of a person who is to be notified in case of an emergency. This can also be completed by families through PowerSchool, however it expedites the process if the office is made aware of these changes in advance.

Please notify the school a week in advance of a planned move from the Springville School District.

Chronic Absenteeism

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Classroom Placement

Each spring the classroom teachers & principal prepare the student lists for next year's classrooms, however the list is not finalized until closer to the start of the school year. The principal, who has the final say on all placements, reviews the lists. **This does not allow for requests for specific teachers.**

We consider the following criteria as we prepare these lists:

1. Gender, academic levels, and needs of students determine classrooms.
2. We also build our list carefully to make sure that we create combinations that will be most positive and productive.
3. Siblings, cousins, and other relative combinations are separated. Research and experience tells us this is best for the students.

Conferences

Parent/Teacher Conferences are scheduled for all parents twice yearly. The conference dates this year are October 21st and 23rd from 3:45-7:45 pm. There will also be Parent/Teacher conferences held on March 10th and 12th from 3:45-7:45 pm. We encourage parents/guardians to contact their child(ren)'s teachers whenever they have questions and/or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher.

Concerns

Occasionally concerns arise about a child's educational program. We ask that all parents follow a simple chain of command to solve any problems that might occur:

1. Please discuss this concern with your child's teacher. Often this will clear up any misconception(s).
2. Contact the principal if you still have the same concern or feel the concern should be handled directly by the principal.
3. Contact the superintendent if you still are unsatisfied with the particular problem.
4. Finally, a time may be set to meet with the locally elected school board. The superintendent can arrange this.

We hope that all your concerns can be handled with your child's teacher. If not, please follow this procedure.

Discipline

Effective discipline is necessary for quality education. Our goal is to meet the needs of each individual student. In order to do this, it is essential for the home and school to work closely together in promoting self - discipline, responsibility, and the appreciation of the rights of others. Recognition will be given to students in various manners for displaying these kinds of behaviors. The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher. Possible consequences are: teacher/student conferences, noon detention, after school detention 3:15 - 3:45 p.m. (parents will receive a one-day notice so transportation can be arranged), call home to parents, parent/teacher conference, office referral, in-school suspension, out of school suspension, or expulsion. It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Specific items that parents do not wish to support should be communicated personally to the teacher involved or with the principal. Parents are also asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help to facilitate our understanding of behavior problems that may arise.

Dress Code

The students of Springville shall be dressed and groomed in a fashion that is complementary to the school and your child. Cleanliness and neatness in both hair and clothes is essential. If the dress of a student is offensive to fellow students or faculty members then it has to be disruptive

to some degree to the educational process. Clothing with profanity, inappropriate pictures, or suggestive wording will not be allowed. In addition, tops that allow the midriff or underwear to show and shorts/skirts that are too revealing will not be allowed. No halter-tops are to be worn. The state law requires all students to wear shirts and shoes for health reasons. The Springville School Board of Education has recognized that the administration must be the final judge of what is appropriate dress. Please: **No hats or caps are to be worn in the school building.**

Drills

Fire and tornado drills are held regularly during the year according to Iowa laws.

Early Dismissal

If it is necessary for your child to leave school early, please call or send a note or email explaining when the child will be leaving. This note should be presented to the child's classroom teacher and to the office. The parent/guardian must sign out in the office before leaving.

Please remember to come to the office when picking up your child. We will call your child down for you. You will be asked to wait in the office for your child.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted and someone has come to pick him/her up. A parent or guardian will need to sign the student out in the office.

Under no circumstances is a student to leave school during school hours without a note from his/her parents or without being signed out in the main office by a parent or guardian.

Educational Quality (Policy No. 602.1 and 413.3)

It is the policy of the Springville Community School District not to discriminate on the basis of sex, race, national origin, creed, marital status, or handicap in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with the Title IX, Title VI, or Section 504 may be directed to the Equity Officer of the Springville School District, Superintendent Autumn Pino 400 Academy Street, Springville, 854-6197; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Excuses

All students are expected to participate in outdoor recess activities. **Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school.**

A teacher may keep a child in for recess as a consequence or in order to complete work resulting from absence from school.

Since physical education classes are a regularly scheduled part of the school day, all students will be required to participate in these classes unless they have a written excuse.

If an excessive number of excuses are received, the principal will ask for a note from the family doctor.

Field Trips

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

Written permission is necessary for your child to go on field trips. A field trip permission component covering the school year will be among the forms included during the registration process. The student will be unable to attend if permission has not been granted in writing by the family. You will always receive advance notice of upcoming field trips and on occasion, teachers may ask parents to assist in supervision on these trips. No parents can drive students to a field trip activity. Siblings of your student are not allowed to attend.

Fighting

Fighting is strictly forbidden in the school or on the school grounds. Breaking this rule will result in direct action by the principal and the parents will be notified.

Free or Reduced Price for Breakfast/Lunch

The Federal Government provides families with an opportunity to participate in the free or reduced lunch program. The application and income guidelines will be available at registration. **A new application is necessary each school year and with each new school.** Please present income verifications at the time of submitting your application to the District Office.

Health Practices/Policies

Included in the following is a list of health practices, policies and ways the health staff at Springville Community Schools handle health problems for the students. If you have any further questions, please contact the school nurse at (319) 854-6195.

Required Health Practices:

- All students must have an up to date **Immunization Record** on file prior to starting school. Documentation of a valid certificate of exemption (religious or medical) or provisional certificate of immunization may be submitted in lieu of an immunization record. While your child can be exempt (excused) from immunization for medical or religious reasons, if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, he or she can be excluded from school until the outbreak is over.
- **Kindergarten** students will also need to provide a copy of a physical exam, dental screening, proof of a blood lead test, and visual screening.
- **Dental Screening** Good dental care is important to a child's health. Iowa law requires that any child who is newly enrolled into an Iowa Public elementary or high school shall provide the school with **proof of a certificate of dental screening prior to the start of**

kindergarten or 9th grade. New students from another state shall also provide a certificate of dental screening.

- **Vision Screening** A yearly professional examination of your child's eyes is highly recommended.
 - For **Kindergarten and 3rd grade students**, a minimum of one child vision screening must be performed on a child no earlier than one year prior to the date of the child's enrollment in kindergarten/3rd grade and no later than six months after the date of the child's enrollment in kindergarten/3rd grade.
- **Hearing Screening** The Grant Wood AEA carries out a hearing-screening program. Selected grades, K – 6 and special education students, are screened. High school students are screened with a referral by the school nurse or parent. If you would prefer that your child not be screened, please contact the school nurse.

If you have any health questions or concerns or would like to discuss your child's individual health status, please call the elementary school nurse (319-854-6195).

Illnesses - *Should I keep my child home or send them off to school?*

Keeping a sick child home prevents the spread of illness in the school. It also allows the child the opportunity to rest and recover.

A student should remain home when he/she: (Please notify the school by 8:30 a.m.:)

- Vomits or has diarrhea in the last 24 hours.
- Has an oral temperature higher than 100 degrees.
- Coughs almost constantly or complains of difficulty breathing.
- Exhibits abdominal pain for more than two hours.
- Has sores on the mouth or skin that are crusty, yellow or draining.
- Shows symptoms of contagious diseases such as chicken pox, mumps, whooping cough, strep throat, etc.
- Has a constant runny nose with green or yellow discharge.
- Displays an unexplained skin rash or red eye (with or without crusting/drainage).

Generally, **a child can return to school when he or she:**

- Has no fever (without fever reducing medicine); has not had an episode of vomiting or diarrhea for 24 hours.
- Can eat and drink normally.
- Is rested and alert enough to pay attention in class.
- Has completed any period of doctor-recommended isolation.

If a child becomes ill during the school day, a call will be placed to the parents at home or work. In the event that this is not possible, one of the emergency numbers will be called. We ask that you make arrangements to have your child picked up from school within one hour from notification.

Prevention of illness is the key. Teach your child the basics. Good nutrition, 8-10 hours of sleep, hand washing, covering or using the elbow for coughs and sneezes, avoiding others who are sick are good preventive measures.

Communicable Diseases

Please notify the school nurse if your child is diagnosed with a communicable disease, i.e. 5th disease, chicken pox, cold sores/mouth sores, ear/nose/chest infections, diarrhea, fever,

influenza, hepatitis A, impetigo, lice, meningitis, MRSA, mumps, pink eye, illness with rash, ringworm, scabies, strep throat, vomiting, and whooping cough (pertussis). More information can be found at http://www.idph.state.ia.us/hcci/common/pdf/childhood_illness_guide.pdf
Written permission for your child to return to school after a communicable disease should be obtained from your family physician.

Injuries:

We will administer first aid, notify parents of any injury in need of immediate doctor's care and call 911 if deemed necessary. One of your emergency contact persons listed should live in the vicinity. If your contact information changes, please let the office know.

Medications:

- Please supply a list of all medications your child takes at home, even if none need be given at school.
- All medications – (*Over the counter and Prescription*) that are to be given during the school day must be accompanied by a Medication Administration Authorization Form (available online or in the school office). No medications will be given without parental consent. Medications must be in the original containers. Many pharmacies will provide two labeled bottles if you request. Unless indicated by your physician, medication to be given three times a day should be given at home before school, after school, and at bedtime. An exception to this is medication to be taken with meals or on a full stomach.
- Inhalers – Iowa state law allows students who have an airway-constricting disease/Asthma to self-administer inhalers for the condition when a consent form is signed by both the attending physician and parent. See Self Administration Consent Form (available in the school office or online)
- Only epipens and inhalers may be carried with permission. Absolutely all other medication must be kept and controlled in the office.
- **Each parent must complete a Student Health Registration Information form yearly.**
 - This form allows the nurse to become familiar with your child's health history. This form is also used to contact you if your child comes into the nurse's office ill and needs to go home. A few over the counter medications are available in the health office. Parents are to decide what they would consent to their child receiving and sign the form. This form will be completed yearly.

Inclement Weather

All children are expected to go outside during recess unless it is raining or extremely cold weather. During cold weather, students should be dressed warmly, including hats, scarves, snow pants and gloves/mittens. Please see to it that your children have boots during wet or snowy weather.

Instrumental Music

Students may start a musical instrument in the fifth grade. Mr. Escalante is the fifth grade band instructor. There will be a band instrument display in September. Contact Mr. Escalante for further information (aescalante@springville.k12.ia.us).

Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the main office.

Library Policies

Check Out Policies:

Each check out is for two weeks. Materials can be returned or renewed, with library item(s) in hand, anytime between weekly classroom visits. Students are allowed to have the following amount of materials checked out at one time:

- Preschool: 1 book
- Kindergarten: 1 book
- First Grade: 1 book
- Second Grade: 2 books
- Third Grade: 3 books
- Fourth Grade: 3 books
- Fifth Grade: 3 books
- Sixth Grade: 3 books

Students are allowed to have additional books checked out per teacher wishes. (Ex. class project for a teacher, TAG students, Counseling assignment, etc.)

Fines:

Fines are not assessed for overdue books. If your student has lost or damaged a book you may choose one of the following options:

- Send payment for the school to purchase a new copy
- Purchase the exact book on your own and deliver the book to the school

Lost and Found

A lost and found area is located outside of the office. As soon as a student has lost an article, he/she should check for it immediately. We strongly urge that all clothing and personal property be labeled with the student's name. We welcome parents to check out this area anytime during school hours.

Oriole Daily

The district sends out a weekly email to communicate information with families. This will show you what events we have coming up at the Elementary and other important district information. The lunch menu will also be included in this communication. If you do not receive this email, you can reach out to the district office or to the elementary office to be added to the distribution list.

Nurse

Our school nurse is in the district part time (usually from 9:00 a.m. - 2:00 p.m. daily). The nurse handles illnesses and injuries when she is present. During times when the nurse is not in, students needing care or treatment are sent to the elementary office and the secretary will take care of them. If a child has a temperature of 100 degrees or more, he/she will be sent home.

Please keep your child home if they have a fever, rash, or any condition that warrants a doctor's permission to be present in school. **Your child should be fever/vomit/diarrhea free for 24 hours before they return to school (without Tylenol or Ibuprofen).**

If your child is sent to the nurse:

1. Their temperature is taken. If it is 100 degrees or over, parents are called and the child is sent home. If there is no temp, the child may rest for a while and go back to class or may just go directly back, unless vomiting is involved, then a parent may be called.
2. Cuts and abrasions. These are cleansed and a band-aid is applied. A thorough cleaning when your student comes home is recommended.
3. For bumps. The child's pupils may be examined and if all is OK we give the child ice and send them back to class.
4. Serious injuries. The appropriate steps would be taken, and a parent/guardian notified.

Parties

Classes at Springville Elementary have room parties to celebrate the following times: Fall Party, Winter Holiday, and Valentine's Party. Other than those listed and birthday treats, parties should be cleared through the classroom teacher or principal. If treats are brought, a treat should be brought for every child in the room. Classroom parties are for the students of that classroom, not for siblings.

Pets

Due to the rise in students that have pet allergies, we ask that parents not bring pets into the building or on school grounds before, during, or after school unless this has been cleared with your child's teacher and/or the building principal.

Picture Release

School programs, concerts, classroom activities, Student Council activities, etc., are sources for media coverage. Pictures or news articles may be released regarding various aspects of the school. **If you do NOT want your child in any videotapes or picture released to the media, please indicate this on the form during registration.** This objection should be renewed at the beginning of each year.

Playground/Recess

During regularly scheduled recesses, adults supervise the playground at all times. All classroom teachers will cover specific playground rules, as these rules vary from grade to grade. Students are to avoid bringing potentially dangerous items to school for use on the playground area for any reason without permission from the supervisor. There are no skateboards allowed on school

property. Our recess policy is as follows: If a child is well enough to be in school, the child is well enough to go outside for recess. Very few exceptions to this policy are considered. Toys from home are discouraged unless approved by the classroom teacher.

It is also our policy to send students out for recess when they come to school. We will go outside if the “real feel” is 0 degrees or above. You may want to consider keeping your child home if they are too ill to participate in activities (recess, PE, etc.).

Preschool

The school district operates a self-supporting Preschool at the Elementary School. We offer both full day and half day preschool to three and four year olds. If your child is attending half days, we offer a four-day morning class for three year olds. The times will be 8:00 a.m. – 11:00 a.m. for the morning session and 12:15-3:15 pm for the afternoon session.. The monthly fee for 3 year olds (½ day) will be \$255. There will be no cost for 4 year olds attending half day. If you would like your 4 year old to participate in full-day preschool, the monthly fee is \$280. Depending on availability, we are sometimes able to offer a full day option to 3 year olds and the monthly fee is \$395. Availability for full day 3 year old preschool is communicated to families prior to the start of the school year. The schedule for preschool differs on Wednesdays due to professional development for the preschool teachers. If you would like more information about the preschool program, please contact the Elementary Office.

School Breakfast

Springville Community School District will be offering a breakfast program. Breakfast starts at 7:45 a.m. Students are given from 7:45 a.m. until 8:05 a.m. to eat and still have time to get to the classrooms before announcements at 8:10 a.m. The cost of the student breakfast will be \$2.00.

School Cancellations

If it becomes necessary to cancel school due to inclement weather or other emergency situations, please listen to the following radio and television stations for this information: WMT 600, KCRG Ch.9, KCRG 1600, KGAN Ch.2, KHAK 98.1 FM. Check our website at: www.springville.k12.ia.us & click on KCRG or KGAN. You can also sign-up to receive notification through OneCall Now. Please contact the elementary office if you are interested (319) 854-6195.

School Hours

The elementary school day is from 8:10 a.m. to 3:10 p.m. Students may enter the building after 8:00 a.m. (Students eating breakfast may enter at 7:45 a.m. at the secondary building entrance on the south side). The school will be locked until that time. There will be days during the school year that we have scheduled early dismissal or late starting times. Please check your school calendar for those dates.

School office hours	7:30 a.m. - 4:00 p.m.
Teacher hours	7:45 a.m. - 3:45 p.m.
Student hours	8:10 a.m. - 3:10 p.m. (Mon, Tues, Thurs, Fri)

School Lunches/Milk

Lunches are \$2.90 preK-5 and \$3.00 for 6th grade. Milk is \$.55 if taken with a cold lunch or at break in the classroom. Even if the student receives free or reduced lunches, if milk is taken with a cold lunch or at breakfast it must be paid from your child's account. **THE ONLY TIME MILK RECEIVES FREE OR REDUCED RATES IS WITH A HOT LUNCH.**

School Pictures

School pictures will be taken for students preK-6 in the fall. Prices of the different package plans for the pictures will be sent home with the students approximately one week prior to the date of pictures.

We will also be taking spring pictures. This is a fundraiser for the school, with money raised going toward school materials/technology.

School Records

The information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each year.

Name, address, telephone listing, date and place of birth, major field of study, participation officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information are included in these records.

Sexual Abuse and Harassment of Students

The school district does not tolerate employees physically or sexually abusing or harassing students or students doing so to other students. 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 the Superintendent at 854-6197 as its Level I investigator. The Superintendent may also be contacted directly.

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.

Special Services

The following special services are available to your child as a student at Springville Elementary School: school-based therapy, speech therapy, hearing, title reading, ELL, TAG, school psychologist, social worker, and special education. At some time during the year it may be beneficial for teachers and parents to request the help of these specially trained individuals in order to provide a better educational program for your child. Other than the yearly vision and hearing screening done with all children, your written permission would always be obtained before any special services are initiated.

Textbook Rental/Technology Fee

A textbook rental and technology fee is charged and payable at registration. The textbook fee for grades K-6 is \$65 per student. If this is not possible, please try to take care of it as soon as possible. All children are responsible for the books and technology, which have been assigned to them. The student must pay any damage or loss of the books. An acceptable use policy should also be completed and signed by the student and parents/guardians prior to being issued a device.

Toys/Electronic Equipment/Cell Phones/Personal Devices

Springville Elementary School will follow Board Policy 503.09: Use of Personal Electronic Devices by Students in regards to cell phones, watches/wearable devices, laptops, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-issued device. This policy prohibits the use of such devices during instructional time and outlines guidelines for the district.

Students in grades PK-6th will be asked to store their personal electronic devices in their backpacks or lockers for the duration of the School Day. Smart or electronic watches may be worn but students should not use communication applications or other features that are prohibited from use on other electronic devices and notifications should be turned off during instructional time.

Toys/video games/other personal electronic devices should not be brought to school. Such items have a way of disappearing or getting lost at school and we do not have the time or resources to protect them. This is for the protection of your child's personal property. Please help us enforce

this. In addition to these items, if your child chooses to wear jewelry/accessories that are of value or sentimental value, the school cannot be responsible for the item in case it is lost here at school.

Responses to the Violation of Policy:

- First Offense– The student will be reminded to put the phone away for the remainder of the school day. Parent contact may be attempted.
- Second Offense– The teacher will confiscate the phone for the remainder of the school day. The phone will be returned to the student at the end of the day. Parent contact will be made by the teacher.
- Third Offense and Beyond – The phone will be confiscated and sent to the office. The phone will need to be picked up by a parent or guardian. Parent contact will be made by the principal or the principal’s designee. Additional offenses of this policy will have further disciplinary action decided by the principal.

Petition by Parent or Guardian

A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student’s physical or mental health, based on the unique facts of the student’s case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to the Springville CSD’s policy. If the petition is granted, the school district will partner with the family to create a plan for usage of the device.

Student Plans

A student who has a current Individualized Education Plan, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

A parent or guardian, after verification by school officials, may communicate with a student through the school office by contacting the office via telephone or by sending an email. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office via telephone or by sending an email. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by sending a mass communication notification.

Vandalism

Any person or persons willfully damaging Springville School District property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be responsible.

Visitors/Volunteers

Adult visitors/volunteers are always welcome to our school. We do ask that you call or send a note/message to the teacher before visiting or coming to volunteer. Regular volunteers will be asked to complete a form for a background check to be administered. If we know ahead of time, we can avoid any potential scheduling conflicts. We prefer that you not visit classrooms the day before a holiday, the first week, or the last week of school. We find that a visit of a couple hours is preferable. We also find that volunteering a couple hours a week is best.

Please follow these procedures:

1. Schedule your visit/volunteer time with the teacher.
2. Everyone going into the building must sign in at the office to obtain a visitor badge.
3. All visitors/volunteers should enter the instructional area as quietly as possible.
4. Visitors/volunteers should not expect a parent/teacher conference to be part of the visit.
5. Individuals must also sign out at the office before leaving.

Adults coming to the school to visit a classroom, volunteer, attend an event, pick up a student during the day, or drop off a student after the school day has started will need to push the call button located to the right of our main elementary entrance doors in order to be permitted to enter the building. Upon entering the building, adults should check into the school at the main office. A driver's license/photo ID is required for adults who are coming into the building in order to have an ID badge printed for the visitor to wear while in the school/classroom. Adults are then required to check out at the main office prior to leaving the building as well.

Weapons Policy (Code No. 502.6)

The board believes weapons, other dangerous objects, look-a-likes and any instrument used as a weapon 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-a-likes or any instrument used as a weapon. Weapons and other dangerous objects, look-a-likes and any instrument used as a weapon 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. Students bringing a weapon, look-alike, other dangerous object, or any instrument used as a weapon onto school property or onto property within the jurisdiction of the school may be suspended or expelled from school.

Parents of students found to possess weapons, dangerous objects, look-a-likes or any instrument used as a weapon 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 firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons, firearms, or other dangerous objects under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other

dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy.

For purposes of this policy, the term “dangerous object” includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term “dangerous object” also includes any instrument or device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous objects therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.