

### **Linn-Mar Mission Statement**

We, the Linn-Mar Community, are dedicated to the development of lifelong learners by equipping them with the knowledge and skills to confidently meet life's challenges as responsible, productive citizens.

### **Linn-Mar Vision Statement**

The Linn-Mar Community School District, where students are the top priority in all decision-making, are characterized by the following:

- high expectations for all students and progress based on demonstrated knowledge and use of skills
- success for all
- academically balanced and technologically proficient students
- continuous improvement process utilized by the entire Linn-Mar School District
- a quality, caring, well trained staff
- flexible academics in a developmentally appropriate curriculum
- active learning, student centered learning, self-directed learning
- customer service orientation demonstrated by all Linn-Mar staff
- graduate with acquired skills and knowledge to meet life's challenges
- lifelong learners who are adaptable to change
- students who respect others and are interdependent
- comprehensive academic curriculum that is internationally competitive
- mutual partnership that exists between schools, students, parents, and the community
- financially responsible and efficient school system
- comfortable safe facilities
- evidence of cultural literacy and multicultural awareness
- school community that is substance abuse free
- disciplined, orderly, secure setting

### **Linn-Mar Beliefs**

The operations of the Linn-Mar Community School District are continuously measured against the following beliefs:

- We believe an educated population capable of thinking independently and working together is critical to democracy
- We believe all individuals have the right to privacy of their beliefs and values
- We believe all people have equal worth and deserve equal opportunity
- We believe there is value in diversity
- We believe quality schools measure what they do and act upon the results
- We believe responsible decision making requires a knowledge of the past, an understanding of the needs of the present, and a vision of the future
- We believe learning occurs best in a safe and secure environment
- We believe individuals are unique and learn at different rates and in different ways
- We believe it is critical to the success of the learning process to apply knowledge and practice skills
- We believe a changing world demands that all people be lifelong learners

## **Positive Behavior Interventions & Solutions (PBIS)**

**Respectful  
Organized  
Aim High  
Responsible**

### **School Expectations**

Student and staff will practice the use of Positive Behavior Interventions & Solutions (PBIS) at Westfield. PBIS is the mission of Westfield Elementary School to develop our students into respectful citizens with purpose, confidence, knowledge, and a love of learning that will last a lifetime.

### **Westfield Elementary School Staff**

#### **Position**

Principal  
Counselor  
School facilitator  
Building Secretary  
Attendance/Counselor Secretary  
Health Assistant  
Registered Nurse  
Instruction Coach  
Technology Integration Coach  
Kindergarten  
Kindergarten  
Kindergarten  
Kindergarten  
Kindergarten  
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#### **Name**

Ed Rogers  
Kasi Shanahan  
Jess Fitzpatrick  
Jill Pistulka  
Micah Kremer  
Jaye Geater  
Anna Strand  
Amy Bowman  
Karla Koenen  
Tara Dirks  
Tracy Urell  
Tara Morey  
Kari Titus  
Laura Ernzen  
Terri Streicher  
Allison Morgan  
Jena Conway  
Amity Preston  
Deb Voves  
Leah Kremer  
Kim Backen  
Ali Wolken  
Jackie Brown  
Ashley Messerli  
Maria Steenblock  
Bobbie Janssen  
Megan O'Brien  
Kari Sydnes  
Sarah Doyle  
Kathleen Moore  
Kevin Mittan  
Jenny Novak  
Erin Henderson  
Jen Canby  
Amber Chipman

Art  
Music  
P.E.  
Media  
Student Support Service  
Student Support Service  
Student Support Service  
Instru. Music  
Orchestra  
Reading Support  
Reading Support  
Reading Support  
Reading Support  
TAG/LEO  
ELL  
ELL  
ELL Assistant

Michael Brandt  
Keelyn Kanz  
Chanda Mooney  
Deb Wegmann  
Katie Dusil  
Kelsey Carson  
Jenna Bohlken  
Kevin Makinster  
Thad Sentman  
Amy Robertson  
Debbie Ryan  
Angie Clark  
Whitney Zrudsky  
Natalee Havel  
Alicia Jessen  
Katie Towns  
Leslie Lorenz

**Educational Assistants**

**Position**

Media Assistant  
Paraprofessional  
Paraprofessional  
Gen. Ed Assistant  
Gen. Ed. Assistant  
Gen. Ed. Assistant  
Program Assistant  
Program Assistant  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate  
Student Support Associate

**Name**

Jodi Behrens  
Sarah Feller  
Chyan Schiek  
Carla Larson  
Leah Greif  
Stacy Cleveland  
Chris Helberg  
Kelsey Rastetter  
Janet Balster  
Michael Rivera  
Mary Burkey  
Yvonne Smith  
Terri Banes  
Brenda Roshar  
Ashley Reece  
Haley Vanourney  
Kelly Dundee  
Lisa Gustafson  
Maria Whitaker

Custodial Staff:

Jami Entas  
Doug Ernst  
Diane Kramer

Nutrition Services:

Tammy Wagner  
Becky Lacey  
Debbie Susen  
Lisa Philipp  
Kim Zerr

### **School Hours**

School Office Hours	7:30 a.m. - 4:00 p.m.
Staff Hours	8:00 a.m. - 4:00 p.m.
Student Day	8:45 a.m. - 3:30 p.m.
2 Hour Early Dismissal	8:45 a.m. - 1:30 p.m.
2 Hour Late Arrival	10:45 a.m. – 3:30 p.m. Students are to arrive no earlier than 10:30

### **Arrival Times**

The school day officially begins at 8:45 am. **Students are considered tardy if they are not in their classroom when the final bell rings at 8:45 a.m.** Students may arrive to school no earlier than 8:25. Breakfast is available and is served 8:25-8:45. If your student has breakfast at school, please be sure to drop off your student with ample time to get breakfast and get to their classroom by 8:45. If before or after school care is needed, Hand in Hand childcare is available, please see Before and After School Child Care section for more details. Please be aware that the playground and school grounds are not monitored before 8:25 and therefore, children who arrive **before 8:25 a.m. will be placed in the before childcare program at the cost of the parents.**

### **Office Sign-In and Out**

For your child's safety, if your child arrives at school after 8:45 a.m. or leaves before 3:30 p.m. you must come to the office and sign your child in or out. If your child arrives after 8:45 a.m. or returns after leaving during school hours, students and their parent/guardian need to stop in the office to sign in. Students should not go back to their classroom before signed in.

### **Attendance Policy**

At Westfield Elementary School, we believe that good attendance is crucial to academic achievement. Our attendance policies reflect this, as we expect students to be at school each and every day they can.

-The case of illnesses, medical documentation should state that the student "should/could not be in school", not just that the student was seen at the doctor's office.

-The Westfield health office will allow students to leave school at parent discretion regardless of whether there are symptoms to support the absence. If a student is not exhibiting symptoms (fever, vomiting, etc.) and does choose to leave, the absences will be coded as ill (I), not medical (M).

-Often times when a student has an illness that will require them to miss several days of school, the physician will excuse these days after a diagnosis. However, we must have this documentation in order to code the absences (M).

-If an absence is coded (M), in essence the day missed does not "count against" the student. The attendance process that we follow is not designed to deal with issues in which students have medically excused absences, but rather absences in which we have no medical excuses for.

-A student who is regularly absent from school can accumulate 20-40 days missed during a school year. This means that some students can miss up to 25% of instructional days. It is important that if a student is missing school to this degree that we have medical documentation to support the absence.

-The average elementary school student misses 5 days of school for an entire year.

Truancy will be dealt with by the building principal or designee. Procedures to be followed for excessive absences and/or tardiness for kindergarten through fifth grade students:

When the student has been, absent for 10% of the current school days, the first absence/tardy letter may be generated and signed by the principal or designee, and mailed to the student's home. An entry will be logged in PowerSchool to note that the first contact has been made in regard to the student's absence/tardiness.

**If absences occur after the first letter is generated**

The second absence letter may be generated, signed by the principal or designee, and mailed to the student's home. The principal or designee will call the student's parent(s) to notify them that another letter has been sent, including the date/time of a meeting regarding their child's absences. An entry will be logged in PowerSchool to note that the second contact has been made in regards to the student's absences. A meeting will be held to discuss the student's excessive absence and determine appropriate action. An entry will be logged in PowerSchool to note the outcome of the meeting. Subsequent absences may result in contacting the school Truancy Officer and the Linn County Attorney.

**Late Arrival/ School Closings**

Due to inclement weather, school may start late or may be dismissed early, or may not be in session at all. Please listen to local TV or radio stations for current school closing information. We encourage parents to make child care arrangements in advance in the event of emergencies. This information should be included on your child(ren)'s Information/Emergency card.

**Dismissal of Students during School Hours**

If your child needs to leave school during school hours, a written note should be sent to your child's teacher. Please include the name of the individual(s) who will be responsible for picking up your child. School personnel will not release your child to an individual who has not been listed as an emergency contact unless we have heard from you. You must come to the office and sign your child in or out. If your child arrives after 8:45 a.m. or returns after leaving during school hours, students and their parent/guardian need to stop in the office to sign in. Students should not go back to their classroom before they are signed in at the office. If you pick up your child before 3:30 p.m., the office will **NOT** call them to the office until parent(s)/guardian(s) arrive in the office to pick them up. Please allow a few extra minutes.

**Tardy/Absence Definitions**

Students tardy if they are not in their classroom when the bell rings at 8:45 a.m. If your child arrives to school by 9:45 a.m., it will be recorded as a tardy. If they arrive to school after 9:45 a.m., it will be recorded as a 1/2-day absence. If your child leaves school before 2:30 p.m., it will be recorded as a 1/2-day absence. If your child is, absent for three or more days due to illness, a doctor's note is requested upon return to school. Students recovering from an illness may be able to do some schoolwork from home; please contact your students' teacher directly to request schoolwork.

**Notify the School of Absences/Tardies**

If your child is going to miss school or is going to be late, please call the attendance line at **319-447-3352** before school starts. Please leave your name, the student's name, the homeroom teacher, and the reason. If your child is ill, please give a brief description (this information is needed for state health reports). If your child is, absent from school and we do not hear from you, we will call home and/or work to check on the absence. Based on the number of telephone calls we need to make, parents should receive this call between 9:00 and 10:30 a.m.**Child Custody**

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

### **Bus Students**

Bus schedules are provided to Westfield students who ride the bus to and from school. If transportation needs to be changed, please notify the Westfield office and the Linn-Mar Transportation Department (447-3030). Please review bus rules with your children before the start of the school year. **Special permission from the transportation director will be necessary to have before students can change their bus.**

### **Students Riding to/from School in Cars**

General Pick up and Drop off information: Do not ever park in a way that blocks the crosswalk in the circle drive. Do not ever double park in the circle drive.

Morning Drop Off: If you are dropping off your student to Hand in Hand for before school care between 6:30 and 7:45 am, you may park in the circle drive to escort your student into the building.

**There is NO PARKING in the circle from 7:45 a.m. - 9:00 a.m.** If you would like to walk your student to the door, please park in the lot and walk with your student to the door. If you would like to drop your student off, pull into the circle and allow your student to walk to the door on their own. We ask that you not get out of your vehicle at this time. This allows traffic to keep flowing.

\*Please keep in mind that doors open for general school day entrance at 8:25 a.m.

### **End of the day Pick Up:**

We recognize that afternoon pick up is a busy time of day! We ask that you please be sure to follow the procedures in order to keep our students and staff safe and keep the pick up process as efficient as possible.

**There is NO PARKING in the circle from 3:30 p.m. - 4:00 p.m.**

When school dismisses at 3:30 p.m. staff members accompany students outside and escort them to their vehicles. If you would like to meet your student at the door and walk to your vehicle with them, you must park in the lot to do so.

If you are picking up and plan to remain in your vehicle, please join the car line and enter the circle. Students will be released to get into the vehicle once your vehicle has pulled up to the black light pole. A staff member will escort the student to your vehicle and assist with opening the door if they cannot. It is important that you do not get out of your vehicle at this time. We have many people to get through the pick up line, getting out of your car will slow down the flow of traffic. Once your student is in your car, please remain in the line and pull forward as traffic moves forward through the circle. You should always pull forward as far as possible to fill the circle; this might mean that your student will walk up to meet you towards the end of the circle drive. Please do not double park in the circle.

### **School Pictures and Yearbooks**

Lifetouch Photography will take traditional fall school pictures in September. The fall pictures need to have payment at time of the pictures. There are also pictures taken in the spring that you purchase after you have received them. Yearbook orders are placed in the spring, but using the fall picture.

### **Before and After School Child Care**

A before and after school extended childcare program will be offered at Westfield during the school year. For more information, please contact the care provider.

Our current provider is:

Hand In Hand  
3524 35<sup>th</sup> Ave.  
Marion, IA 52302

Contact: Chalet Brown 319-775-1713

### **Health Information**

#### **School Nurse/Health Assistant**

A health assistant is always on duty in the building. The district nurse will be at Westfield approximately one day each week and on call. If your child is ill or injured, the following procedure will be used:

1. Children who are ill are sent to the nurse, their temperature will be taken, and parents phoned usually. When temperature is 100 degrees or higher. **Children need to be fever free for 24 hours before returning to school.**
2. The child will be examined by the nurse or health assistant.
3. Minor cuts, scrapes, and injuries will be treated with first aid methods.
4. Students with more serious injuries - the nurse will be called in, if not at Westfield. First aid will be administered and parents will be called.
5. In extreme cases - emergency personnel will be contacted.
6. An entry in Powerschool is kept on all children seen by the health assistant/nurse.
7. Effective July 1, 2003, the Iowa school immunization law requires that children born on or after Sept. 15, 1997 must receive at least one dose of Varicella vaccine or have a reliable history of the chicken pox disease before entering school. This dose should have been received on or after the child was at least 12 months of age.
8. Current immunization requirements are available under forms-health information.

As school health services are used primarily for first aid and on-site care, they should never replace a visit to your physician's office. We encourage you to seek proper diagnosis and care from your own physician.

#### **Physical Examinations**

Students enrolling in kindergarten are required to have a physical examination by a licensed physician. A certificate of health stating the results of a physical examination, signed by the physician will be filed in the health office. A physical examination is also encouraged for students entering grades four and nine.

**Prescription Medication** - Prescription medication must be brought to school in the labeled prescribed container and dropped off at the nurse's office. Parent(s)/legal guardian(s) permission

forms must be signed at the nurse's office.

**Non-Prescription Medication** - Non-prescription medications include; Tylenol, aspirin, cough medicines, antihistamines, or any other over-the-counter medications. Non-prescription medications will be given only with the written approval of doctor's and parent(s)/legal guardian(s). Non-prescription medications are to be provided by the parents(s)/legal guardian(s) and sent to school in the original medication container with the student's name attached. Cough drops may be brought to school with written permission from parents/guardians. Medication Authorization forms are available in the Westfield health office or downloaded.

### **Breakfast/Lunch/Snacks**

Breakfast is offered daily to all students for 8:25-8:40. The cost for breakfast is taken from the students meal account. We have a computerized lunch account program at Westfield. You may deposit any amount of money into the student's account. Checks should be made payable to Linn-Mar Schools. As each meal is eaten, the amount will be deducted from the student's account. Free and reduced price breakfast/lunches are available. Income criteria and application forms are available in the school office or on the website. A new form must be completed each fall to continue free or reduced lunch status.

Snacks - Classroom teachers will notify parents if the students in their classrooms will be having a daily snack. The district is recommending snacks to follow the Healthy Kids Act.

Guests wishing to eat lunch with a student are encouraged to purchase a school meal or bring a sack lunch from home by notifying the office in the morning (by 10:00 a.m.). **Please do not bring fast food, Hardees, Burger King, McDonalds, Wendy's, etc.**

### **Recess**

All students are expected to participate in recess. A parent's written request to keep students indoors for recess due to illness will be honored for up to three consecutive days. Requesting indoor recess for your child beyond three consecutive days requires a written recommendation from a physician.

**A teacher may keep a child in for recess to complete work or as a form of discipline.**

Students may have one 10-15 minute recess and one 30-minute recess break every day. Upper graders (2<sup>nd</sup> through 5<sup>th</sup>) will only have one recess break each day. The decision to have outdoor recess during cold and inclement weather depends on the weather conditions. When making the decision to have indoor or outdoor recess, we take into account precipitation, wind chill temperature and playground conditions. Students will go outside at 5 degrees or above. In the event that we cannot have outdoor recess, provisions will be made to hold recess inside.

**It is highly recommended that students dress for the changeable Iowa weather.** When snow is on the ground, students must wear boots to participate in "snow activities." Snow pants/suits are also encouraged. Those not wearing boots are asked to stay on the hard surface by the building during recess.

### **Birthday Treats**

Birthdays can be celebrated with non-food options including (but not limited to) name recognition on the school announcements, a special acknowledgement from the school office and classroom recognitions (i.e. birthday crowns, sit with a special friend at lunch, being designated as the line leader for the day, etc.). Students may also choose to bring in nonfood items to share with classmates and school staff such as pencils, special note pads, pens, other writing tools, etc.



Please hand out invitations for birthday parties outside of the school day. Please do not send party invitations to school unless you invite all the classroom's boys or girls depending on what sex your child is. **Because of the disruption to the educational process, we ask that balloons, flowers, etc. not be delivered to school. They are also not able to take them on the bus. Parents will need to pick up if they are delivered here.**

### **Dress Code**

Clothing worn by students should be age appropriate. Clothing should be appropriate for the weather and school activities. Clothing that displays drugs, alcohol, tobacco, makes reference to a prohibited conduct and/or is vulgar, or obscene is not acceptable and will not be allowed. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. (We have some spare clothing in the Health Office.) Hats are not to be worn inside the building. Footwear is required of all students. Students will need athletic shoes for gym class (they may wear the same athletic shoes that are worn to school.)

### **Field Trips**

Field trips are provided to enrich the school's curriculum. Parental permission **must** be on file in order for your child(ren) to participate in field trips. Permission may be granted for your child's participation in all field trips by indicating your permission on the Information/ Emergency card. Classroom teachers will notify families of upcoming field trips. If you choose not to have your child participate in an upcoming field trip, please send a written note to your child's teacher, or the school office.

### **Lost and Found**

Lost and found articles are turned in at the office. Have your child check at the office to recover lost items or to turn in articles that are found. It is stressed that:

1. You encourage your child to be responsible for personal property.
2. All articles are labeled with your child's name.
3. Valuables and money should be left at home

### **Electronic Equipment**

Bringing to school any electronic equipment such as: cell phones, iPads, iPods, Nook, Gizmos or mobile watches are for learning related purposes only. If such items are brought to school, they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If items are brought to school, they may not be used during the school day without teacher permission. If items are used during the school day without permission, they will be taken, and will not be returned until the end of the day.

### **Toys from Home**

Students should not bring toys, trinkets, etc. to school. (Too often items brought from home are lost or broken.) The one exception to this rule occurs when a teacher may ask her/his students to bring "special" items from home.

### **Change of Address or Phone Number**

Please inform the school office if there is a change in the parent's or child's name, address, e-mail address or phone number (work or home) during the school year. You can also go on your Powerschool account anytime through-out the year to update your information. The main office also should be notified if parents or guardians will be out of town for an extended period of time, and that the student will be under the supervision of an adult other than the parent or guardian.

### **Daily Classroom Schedules**

Students attend gym, music, art, the media center, and with the Guidance Counselor on specific cycle days. Our goal is to have students attend 135 minutes of gym, music and art for each cycle. The time spent with the guidance counselor, or in the library with the media specialist varies depending on the activity planned.

### **School/Classroom Visitations**

Parents/guardians are invited and encouraged to visit their child's classroom at any time. However, to avoid any scheduling conflicts, it would be appreciated if parents would call and make arrangements with their child's teacher prior to any visitation. **When parents visit or volunteer within a classroom, they are asked not to bring siblings.** **For the safety of our students and staff, all visitors to Westfield need to sign in at the office. During your visit to Westfield we ask that you please wear a visitor's badge at all times.**

### **Volunteers**

One of the best ways for parents/guardians to become involved in their child(ren)'s education is to become a school volunteer. Volunteers can assist us by reading with students, preparing students stories on the computer, or serving as a room-parent. Learn how you can become involved by contacting Karla Terry, Community Services Coordinator, [kterry@linnmar.k12.ia.us](mailto:kterry@linnmar.k12.ia.us) or at 319-447-3110.

### **Student Directory**

A school directory will be published during the first part of the school year. If you do not want your information in the directory, please indicate that on E-Registration at the beginning of the year. The directory will be available to all Westfield families, one per family.

### **Communication**

A weekly email will be sent from the office every Tuesday of upcoming events.

### **Teacher - Parent Conferences**

Parent - teacher conferences are held once during each semester, plus there will be two written report forms. During the conference, a student's progress folder (a collection of student work), may be discussed. We encourage parents/guardians to contact your child(ren)'s teachers whenever you 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. Parents will have the opportunity to schedule conference with your child's teachers electronically. Online conference scheduler will be used to schedule your conference. You will be notified when it opens for you to access it through the Westfield webpage. It is Westfield's practice to have one conference for all family members involved in a student's life. This ensures all parties involved hear and receive the same information at the same time. Please schedule your conferences accordingly.

### **Telephone Calls**

To keep classroom disruptions to a minimum, teachers will not be called from their classrooms (unless an emergency arises) to receive telephone calls. If you would like to get in touch with a teacher, you may e-mail or leave a voice mail (if available) or leave a message with the Westfield office. Phone messages to students should be directed through the main office. Office personnel will in turn see that the appropriate student receives the message. **Students may use the office telephone in emergencies only. Arrangements for after-school play, lessons, meetings, etc. should be made at home.** We appreciate your understanding in this matter.

### **Student Educational Records**

Student records are an essential part of the educational process. They are collected and maintained to facilitate instruction, guidance and the educational progress of students. All student records are confidential. Parents of students under age 18 may review a student's educational record, obtain copies of materials in the record, write a response to material in the record, challenge the contents of the record and have the records explained. Other than the parents, only authorized licensed and clerical personnel with a legitimate need to know, have access to the records. A student's parent/guardian who is interested in reviewing his/her child's educational record are requested to schedule a time with the building principal and/or school counselor.

### **Fund Raising outside of school**

Students are asked not to sell items at school. Please keep this activity outside the school setting. Staff and other students can be put into a difficult position if they are approached by students to purchase items. All requests to post or communicate events, community activities, group meetings, etc. need to be approved by the Information Service Coordinator at 319-447-3005.

### **Pets**

Children are allowed to bring pets to school only with permission from the teacher. Pets may not be transported to and from school on the school buses. Any animal brought to school must be housed in a proper cage/container or restrained in such a way that they will not harm anyone.

### **Support Services Available to Westfield Students**

Additional support services are available to assist teachers when concerns arise with students. These services include:

#### **Counseling**

Westfield has a full time counselor to assist families and staff. Among the services available are whole class, small group instruction and individual counseling. For more information about the counseling program, please feel free to call the counselor at the Westfield office. Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

**School Psychologists** - The school psychologist assists in the diagnosis of educational, emotional and behavioral problems.

**Social Worker** - The school social worker assists students, their families, and teachers. Social workers focus on social, emotional and behavioral concerns. A cooperative approach to problem solving is emphasized.

**Speech Clinician** - Our speech clinician provides speech services to students at Westfield. Students are recommended for speech work on the basis of teacher referral, parent referral, testing, or doctor.

**Dental and Hearing Screening** - At some time in the year Grant Wood Area Education Agency will provide dental and hearing screening to all students in the building. You will receive notification of the dates. If you do not want your child(ren) to participate, please notify the school in writing.

### **Learning Enrichment Opportunities (LEO)**

LEO provides students with opportunities to explore new topics of interest through projects, presentations, demonstrations, and special guest speakers. In addition, students identified to participate in the LEO pullout program (identified students leave the regular classroom setting and work together in another room in the building) participate in activities, to further develop their skills in logic, research design, productive thinking and problem solving.

### **English Language Learners (ELL)**

The ELL program provides instruction to students who have a language other than English in the home. All students who have other languages marked on the home language survey will be tested for ELL.

### **Library**

Westfield has a full time media specialist. Classroom teachers schedule blocks of time each week for their students to visit the media center. Among the services provided by the media specialist are teaching students how to access the information available in the media center including books, encyclopedias and computers. We ask parents to help in getting books returned on time. Any lost or damage book(s) need to be paid in full before students are allowed to resume checking out. If you should happen to find a lost book from the prior school year refunds will be made up until September 1 of the current school year. Please make every effort to help your child keep track of their books and be responsible in returning them in a timely manner.

### **Student Support Services**

The Student Support Services program provides direct instruction and support for students with identified learning and/or behavior challenges. The Student Support Services teachers work directly with students by either in small groups or individually to introduce, review, and reinforce skills. A variety of possible strategies is utilized. Individual goal areas may include reading, written language, spelling, math, student study skills, and social skills. Depending on the present level of performance, support for any of the areas may be provided within the Student Support Services classroom or the regular classroom. The Student Support Services teachers work closely with the classroom teachers to monitor student progress.

### **Reading Support**

The reading improvement program provides students, who are experiencing difficulty with reading, with additional learning opportunities. Students are selected to participate through diagnostic testing as well as teacher nomination and parental input. The reading improvement teachers also assist classroom teachers in the development of instructional strategies and materials for individual students, small groups or an entire class.

### **School-wide Positive Behavior Support (PBIS)**

School-wide Positive Behavior Support is a systems approach to establishing the social culture and behavior supports needed for all children in a school to achieve both social and academic success. PBIS is not a packaged curriculum, but an approach that defines core elements that can be achieved through a variety of strategies.

### **The Olweus Bullying Prevention Program**

The Olweus (pronounced Ol-VEY-us) Bullying Prevention Program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools (students 6 to 15 years old). The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying. School staff is largely responsible for introducing and implementing the program. Their efforts are directed toward improving peer relations and making the school a safe and positive place to learn and develop. While intervention against bullying is particularly important to reduce the suffering of the victims, it is also highly desirable to counteract these tendencies for the sake of the aggressive student, as bullies are much more likely than other students to expand their anti-social behaviors. Research shows that reducing aggressive, anti-social behavior may also reduce substance use and abuse.

### **Definition of Bullying**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself / herself.

### **How It Works**

The Olweus program works with interventions at four levels:

#### **School-wide Interventions:**

- Administration of the Olweus Bully / Victim Survey about bullying each year
- Formation of a staff Bullying Prevention Committee
- Staff training
- Enforcement of school-wide rules against bullying

#### **Classroom-level Interventions:**

- Regular classroom meetings about bullying and peer relations

#### **Individual-level Interventions:**

- Individual meetings with children who bully
- Individual meetings with children who are targets of bullying
- Contact parents of children involved

#### **School Rules Against Bullying**

1. We will not bully others
2. We will help students who are bullied
3. We will include students who are easily left out
4. When we know someone is being bullied, we will tell an adult

#### **Olweus Program Endorsed By:**

- Model Program: Substance Abuse and Mental Health Services Administration (SAMHSA)
- Model Program: Office of Juvenile Justice and Delinquency
- Blueprints for Violence Prevention: One of 11 Model Programs in United States

#### **Consequences for Misbehavior**

Every attempt will be made for interventions to be proactive and positive rather than reactive or punitive. If a student does not follow school guidelines, it will be viewed as an opportunity for teaching appropriate and responsible behavior. Within this basic approach, the teacher has latitude for professional judgment in setting up a series of interventions to help a student with a recurrent problem. Consequences for classroom misbehavior will be most effective when

implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Disciplinary procedures are intended to teach students more appropriate behaviors, to protect the rights of others, and to provide a safe and positive learning environment. Westfield School follows a continuum of interventions from least to more restrictive. Most irresponsible behaviors will be dealt with by discussion or mild consequences. The Westfield staff works collaboratively. They are encouraged to seek assistance from the principal, school facilitator, counselor, specialists, and other teachers.

### **Discipline Procedures**

When inappropriate behavior occurs there are a variety of possible consequences/interventions supervisors may use. Our goal is to determine the most meaningful way to help students learn expected behaviors. Please inform your children of the four-step process listed below.

#### ***Step #1 - Mild Infractions – On the Spot Interventions:***

The school staff member observing the inappropriate behavior assumes the responsibility for discipline. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of a privilege and/or a verbal apology)

#### ***Step #2 - Repeated Infractions:***

If a homeroom teacher receives repeated reports of a specific child's inappropriate behavior, the homeroom teacher should use his/her best judgment in deciding when to inform parents of the concern(s). Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical, appropriate consequence and/or restitution (e.g. loss of a privilege and a written letter of apology)

#### ***Step #3 - Serious Infractions: It involves physical behavior, insubordination, extreme put downs, weapons or look-a-likes (Linn-Mar Board Policy 502.8), harassment (502.14), stealing, or possession or use of alcohol, drugs or tobacco (Linn-Mar Board Policy 502.3)."***

These issues are to be referred to the principal, the counselor or the school facilitator. Teachers are to complete an office referral form and send that form with the child to the office. A P.R.I.D.E. Plan will be developed and sent home. Parents are expected to discuss the P.R.I.D.E. Plan with their child, sign and return the form to school. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of recess, time out in the office, in-school suspension, a verbal or written apology, a telephone call home)

#### ***Step #4 - Repeated Serious Infractions:***

If students are referred to the office multiple times, a parent conference will be scheduled to discuss the concerns. An individual behavior plan will be developed which may include:

- A logical, appropriate consequence (e.g. a time out in the office, in-school or out of

- school suspension)
- Identification of target behavior goals
- Support and/or services to be provided
- Identification of management strategies and/or consequences in the event of another occurrence

**Office referrals are reserved for severe and chronic misbehavior.** Five categories of misbehavior will result in an office referral.

1. **Harassment/Bullying:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings. Consequences for harassment/bullying will follow regular discipline procedures and may include the following: verbal warning, written warning, student/parent conference, and suspension. If the behavior continues after the warning, the student will be sent to the office. (Linn-Mar Board Policy 502.14; harassment based on age, race, color, sex, religion or disability will NOT be tolerated.) A district harassment form will be completed and kept on file in the principal's office.

2. **Defacing or damaging property:** defacement or damage to another person's property or school property. (Linn-Mar Board Policy 502.10) The person who perpetrated the defacement or damage will make restitution or in some manner reimburse the person or Westfield for the damage. The principal, facilitator and/or teacher will consult with the parent as to the appropriate cost and how restitution will be made.

3. **Physically dangerous behavior:** fighting, assault, physical intimidation. Adults will firmly stop a physical altercation. Students may be asked to draw or write a Problem Solving/Thinking Plan.

4. **Illegal acts:** When an adult is aware that a student has done or is doing something illegal the staff member is obligated to refer the situation to the principal.

5. **Insubordinate behavior:** Insubordinate behavior is the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time. (Linn-Mar Board Policy 502.1 on student conduct.) When a student is referred to the office, the principal, facilitator, or designee will meet with the student to set up a Problem Solving Plan that will help the student act appropriately in the future. The principal, facilitator, or designee will call the parents to inform them of the student's behavior and the plan of action; a conference time may be scheduled.

## **Harassment**

### **Student Rights and Responsibilities**

**What is harassment?** Harassment might be thought of as teasing or pestering another person. A person who shows respect for others does not tease or pester; therefore, harassment is something that would not be done by someone who is showing respect to others.

**The following are behaviors that may be examples of harassment:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings.

**When the teasing, pestering, or harassment is based on whether you are a boy or a girl, it is called sexual harassment.** The following are behaviors that may be examples of sexual

harassment: comments about someone's body; "dirty" jokes, notes, or pictures; gestures with hands or body; pressure to play games that feel uncomfortable; trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged or touched. All Linn-Mar employees and students are expected to behave in ways that show respect to others. Linn-Mar Board Policy 502.14 states that harassment based on age, race, color, sex, religion, or disability will not be tolerated.

**What should you do if you are harassed?** If you are teased, pestered, or harassed by another child or by an adult and you think... "I wish I could make this stop," then you should say... "Stop! I don't like that!" If the teasing, pestering, or harassing does not stop or if you are upset by it, you should tell a trusted adult such as your parent/s, your counselor, your teacher, school facilitator, or your principal.

**Can you get in trouble for harassment?** Yes. Consequences will follow regular discipline procedures and may include: verbal warning, written warning, student/parent conference, and/or suspension/expulsion. Some behaviors are more severe than others and the consequences will fit the behavior. If you have any questions, please contact Nathan Wear at the LRC. 447-3028.

### **Search and Seizure**

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, personal effects, work areas, or student vehicles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. (Reference: Board Policy 502.4, 502.4R)

### **Homework**

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes. Parents, guardians, or legal custodians should be informed of this homework policy and regulations.

Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Three basic types of homework (practice, preparation, and extension) should be intentionally designed for students with the following purposes considered.

1. Practice: To provide students as opportunity to reinforce newly acquired skills or apply recent learning.
2. Preparation: To have the student obtain sufficient background information to be prepared for the next day's instruction.
3. Extension: To foster student initiative for learning through individual applications, research, and study.

It is the expectation that homework, as described above, shall be given, when appropriate, in the all classes in grades PreK-12. For all students, homework assignments should be:

1. Necessary and useful
2. Appropriate to the ability and maturity level of the students



3. Well explained and motivating
4. Clearly understood by the student
5. Identified as far in advance as possible to assist students in planning their time
6. Promptly monitored by licensed personnel including acknowledgement and/or feedback

The time required for homework completion should be appropriate to the student's developmental level and potential. Teachers should consider the following when assigning homework.

1. The number of assignments for which a student may have responsibility
2. The complexity of the assignments
3. The available school time in which homework can be completed
4. The resources available to the student at home.

The principals shall collaborate, by level, in the development of homework assignment guidelines that fulfill the intent of this policy and articulate to the next level with the goal to *Inspire Learning, Unlock Potential, and Empower Achievement*.

### **School Insurance**

Every Linn-Mar student has an opportunity to participate in a school insurance plan. The plan offers accident coverage to your child while a participant in all supervised school activities. The Linn-Mar School District does not carry insurance for students, parents, or their belongings. There are forms in the office if you are interested.

### **School Fees**

Every Westfield student is assessed a textbook rental fee. This fee covers a portion of the cost for consumable instructional materials used by students. Should your child transfer to another school district, a portion of the fee may be refunded. School fees are waived or partially waived for students who qualify for free or reduced lunch. A form must be filled out each year.

### **Band/Orchestra**

Westfield Elementary will offer band and orchestra for the fifth grade students. Lessons will each be offered in the morning on a 6-day cycle.

### **Parent/Teacher Organization (PTO)**

The Westfield Parent Teacher Organization (PTO) is a group whose membership includes all parents and staff of Westfield. All Westfield families and staff are invited and encouraged to take part in PTO activities and decision-making. There will be a variety of needs throughout the year here at Westfield - your input and ideas are encouraged.

### **Party Planning Guidelines**

Contact the teacher for guidelines.

**Check with your classroom teacher to see if there are any allergies in the room.**

### **Nondiscrimination**

(Policy 105.1)

The Linn-Mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant

shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Executive Director of Instructional Services Dirk Halupnik at 2999 North Tenth Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).