



Westfield Elementary

Student Handbook 2020-2021



Westfield Elementary

Welcome to Westfield Elementary School! Westfield is a neighborhood school in the Linn-Mar Community School District, serving students in grades K-4. Approximately 515 children will come to our school each day this year. We are excited about all the new students and families coming to Westfield this year.

Westfield is a PBIS school. PBIS (Positive Behavioral Interventions and Support) is a nationally recognized way to structure a school around common learning expectations. We call it ROAR! (Respectful, Organized, Aim High, Responsibility).

Westfield's Collective Commitments:

- Our passion is.... Helping students find their passion
- To be reflective individuals who strive to improve, change, grow, and be the best “me” we can be.
 - Motivate students to become self-driven learners.
- Guiding and encouraging students in a safe environment to discover their own purpose within themselves.
- To inspire students to learn, provide support at all levels of learning, and empower students to be well-rounded educated individuals.

Our Vision for Westfield Students:

- “Ensure All Students Will Learn”

Ed Rogers
Principal, Westfield Elementary



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. It 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.

School Hours

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|------------------------|---|
| School Office Hours | 7:30 a.m. - 4:00 p.m. |
| Staff Hours | 7:30 a.m. - 3:30 p.m. |
| Student Day | 8:30 a.m. - 3:15 p.m. |
| 2 Hour Early Dismissal | 8:30 a.m. - 1:15 p.m. |
| 2 Hour Late Arrival | 10:10 a.m. - 3:15 p.m. Students are to arrive no earlier than 10:05 |

Arrival Times

Please drop off students at Westfield so that they arrive at school no earlier than 8:10 a.m. **If children arrive before 8:15 a.m., they will be placed in the before childcare program at the cost of the parents.** Students will be allowed to go to their classroom at 8:10 a.m. Please be aware that the playground is not supervised before or after school. **Students are tardy if they are not in their classroom when the bell rings at 8:30 a.m.**

Office Sign-In and Out

For your child's safety, if your child arrives at school after 8:30 a.m. or leaves before 3:15 p.m. you must come to the office and sign your child in or out. If your child arrives after 8:30 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.

Westfield Attendance Guidelines

Attendance Policy

The philosophy of the Linn-Mar Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program.

Regular, punctual attendance at school is important for many reasons. Regular attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for development. Students need to come to school every day to benefit from the interaction, discussion, and teacher support that is only available during class time. It is difficult to make-up learning that occurs during missed class discussions and interactions with peers. Punctuality is an important skill for children to learn. It is important for students to be on time to school because when they are late, they not only miss important beginning of the day routines; they also interrupt the teacher and their classmates.

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:

After eight accumulated absences or tardiness occurrences:

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 regarding 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 regarding 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, 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 childcare arrangements in advance in the event of emergencies. This information should be included on your child(ren)'s Information/Emergency card or on the Linn-Mar website: www.linnmar.k12.ia.us.

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 vestibule area and sign your child in or out. If your child arrives after 8:30 a.m. or returns after leaving during school hours, students and their parent/guardian need to stop in the vestibule area to sign in. Students should not go back to their classroom before they are signed in in the office. If you pick up your child before 3:15 p.m., the office will **NOT** call them to the office until parent(s)/guardian(s) arrive in the vestibule area 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 8:30 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 **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

If you are picking up or dropping off students, please enter at the East entrance of the loop, not the bus lot to the north. We will not allow your student to walk out into the parking lot. Please plan to pull into the loop to wait for your child in your vehicle, please use the far-right lane. Please remain in the pickup line until you have exited the loop.

School Pictures and Yearbooks

Lifetouch Photography is scheduled to 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 35th Ave.
Marion, IA 52302

Contact: Kristy Heefner 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. When 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 prescription 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 can be downloaded.

Lunch/Snacks

We have a computerized lunch 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 lunch is eaten, the amount will be deducted from the student's account. Free and reduced price 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.

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.

Students may have one 10-15-minute recess and one 30-minute recess break every day. Upper graders (2nd through 5th) will only have one recess break each day and one 10 -15 minute break during the 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 consider precipitation, wind chill temperature and playground conditions. Students will go outside at 5 degrees or above. If 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 outside on the hard surface by the building during recess.

Birthday Treats

Birthdays treats of any kind will not be allowed this year due to Covid – 19 restrictions.

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, Nooks 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 such 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 and/or Volunteers

There will not be anyone allowed in the school but school personnel. No visitors or volunteers due to Covid - 19

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 will be held via zoom due to Covid – 19. A schedule will be sent out for parents to sign up for a time.

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 447-3005.

Pets

Children are not allowed to bring pets to school.

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 and 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)

ELL provide students whose primary language is not English. They may qualify for ELL services. All students who have English not checked as their native language will be tested at the beginning of school.

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 for 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 1st of the current school year. Please make every effort to help your child to 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 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 Dirk Halupnik at the ESC. 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

1. Homework will be purposeful, clearly tied to student learning.
 - Aligned with board policy stating that homework will be necessary, useful and appropriate
 - Grade level collaborative teams will clearly communicate to each other how they will utilize tools such as math links.
 - Reading outside of the school day is an expectation across all buildings and grade levels
 - Teachers have discretion to assign homework in other categories as appropriate
2. Students will have demonstrated competency in the skill being practiced before being asked to complete the skill independently through homework.
 - Aligned with board policy stating that homework will be appropriate to the ability and maturity level of the students, and that it will be clearly understood by the student
 - Professional judgment will be utilized to determine appropriate work for students to complete at home.
3. Homework will have a parent education component, along with a parent awareness component
 - Aligned with board policy stating that parents, guardians, or legal custodians should be informed of this homework policy and regulations
 - Teachers will communicate with parents so there is an understanding of what is expected for homework
 - Teachers can help parents to understand that homework is considered a formative (check-in) rather than a summative (final grade) assessment
4. Feedback will be provided for homework
 - Aligned with board policy stating that homework will be promptly monitored by licensed

personnel with appropriate feedback

- Appropriate feedback could include: peer discussion of homework, individual feedback by teacher, self-reflection of the work: DECISION: Homework will be removed from the report card

Rationale: The PRIDE behavior rubric ties directly into responsibility. Therefore, an additional homework grade is redundant. Homework can be addressed in the PRIDE comment section of the report card

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.

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.

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).