

St. Ansgar Elementary School

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www.stacsd.org

Elementary Handbook

Through a strong partnership between the St. Ansgar School District and our community, we are committed to providing a high-quality education in a safe and supportive environment where every student is empowered to learn, grow, and reach their full potential.



Lifelong Learning Standards:

- Self Directed Learner
- Effective Communicator/Producer
- Collaborative Worker/Citizen
- Complex Thinker

WELCOME TO THE ST. ANSGAR ELEMENTARY **SCHOOL!!**

Welcome to St. Ansgar Elementary!

We are excited to welcome you to the St. Ansgar Elementary family! At St. Ansgar, we believe that strong partnerships between school and home are essential to helping every student grow academically, socially, and emotionally. Together, we strive to create a safe, welcoming, and supportive environment where all students can learn, grow, and reach their full potential.

This handbook is designed to help you become familiar with our school's policies, procedures, and available services. By sharing this information, we hope to build a strong foundation of communication, understanding, and collaboration between our school and the families we serve.

Family involvement makes a meaningful difference in a child's educational experience. When students know their families and school are working together, they are more likely to feel confident, stay engaged, and experience success. We encourage you to review this handbook with your child and refer to it throughout the school year.

We look forward to a wonderful year filled with learning, growth, and opportunities for every student to shine. We value your questions, ideas, involvement, and feedback, and we welcome you to be an active part of our school community. Your partnership and support help make St. Ansgar Elementary a special place for students to learn and thrive.

If you have questions or concerns at any time, please don't hesitate to reach out. We are here to help!

Welcome to St. Ansgar Elementary where it's always a great day to be a Saint!

Sincerely,
Jer Osgood
Elementary Principal



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JURISDICTIONAL STATEMENT

St. Ansgar Elementary follows district policies that are in effect anytime students are:

- On school grounds or school property
- Riding a school-owned or school-operated bus or vehicle
- Attending or participating in school-sponsored or school-approved events or activities whether at school or off campus

These policies are designed to help keep our school safe, organized, and focused on learning for all students. Because student behavior can impact the learning environment and the well-being of others, violations of district policies may result in consequences. These could include things like time away from the classroom, detention, suspension, or losing privileges such as participating in field trips, extracurricular activities, or other school events.

Please note: These policies apply year-round, not just during the school day or school year.

[Board Policies](#)

DEFINITIONS

To help you better understand this handbook, here are a few important terms:

- Parent – This also refers to a guardian, unless otherwise noted.
- Administrator – Titles such as "principal" or "superintendent" may also refer to their designated staff.
- School Grounds – Includes all district buildings and property, school buses or vehicles (including chartered ones), and any area under the school district's authority.
- School Facilities – Refers to the buildings owned and operated by the school district.
- School Activities – Covers any event or activity that is school-sponsored or school-approved, whether held at school or elsewhere.

GENERAL SCHOOL INFORMATION

ARRIVAL AND DEPARTURE PROCEDURES

Our school day runs from 8:20 AM to 3:20 PM. If there are any changes to the school schedule (such as early dismissals or late starts), families will be notified through JMC and social media.

Morning Arrival:

- Students should not arrive before 7:50 AM, as we do not have staff available to supervise them before that time.
- At 7:50 AM, students may enter the building, drop off their belongings in their locker or classroom, and then either head to the playground or go to the cafeteria for breakfast.
- Students should not be roaming the hallways. If a student needs to go to their classroom before 8:15 to work on school assignments, they must have permission from their teacher.

Afternoon Dismissal:

- School ends at 3:20 PM each day.
- Bus riders will be dismissed to the bus loop to board their assigned bus.
Please note: For safety reasons, parents should not pick up students in the bus loop.
- Students being picked up by a parent or adult will exit through the south entrance/exit of the building.

Thank you for helping us keep arrival and dismissal times safe and smooth for everyone!

School Dismissals & Weather-Related Closures

-Families will be notified of early dismissals through a JMC message and on school social media pages.

In the event of school closings due to bad weather, our phone lines can become very busy. We ask that you talk with your child, or their teacher in advance about what they should do in case of a weather-related closure or early dismissal.

As always, student safety is our top priority, and we'll make sure your child is cared for until they are able to get home safely.

VISITORS

We love having parents and guardians visit St. Ansgar Elementary and be a part of our school community! To help us keep our building safe and running smoothly, we ask that all visitors follow these guidelines:

- Please make arrangements with the school office before your visit.
- When you arrive, check in at the office right away. You'll be asked to scan a form of identification and will receive a visitor badge to wear during your time in the building.
- For safety reasons, school-age visitors (such as siblings or friends) are not allowed during the school day unless they are with an adult and have received prior approval.

We welcome parent visits throughout the school year, but we ask that you refrain from visiting the first two weeks and the last two weeks of school. These times are important for setting routines and finishing the year strong.

Thank you for supporting a safe and positive environment for our students and staff!

See St. Ansgar Community School District Board Policy 903.03 for more information.
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CLOSED CAMPUS

If you are going to pick up your child you must notify the teacher and the office by phone, email, or with a note. We ask that you notify the school prior to 3:00pm.

CHANGE OF IMPORTANT CONTACT INFORMATION AND EMERGENCY CONTACTS

In order for our records to be kept up to date, it is required that any changes in important contact information be reported to the elementary office. Any change of contact information will be shared with the teacher. This information is needed for emergencies as well as for routine communications.

COURT DOCUMENTS/CHANGES ON STUDENTS STATUS

In the interest of student welfare, the school appreciates any information in changes of family status. If the court has ordered any special provisions concerning a student(s), the school must receive a copy of the court order so it can follow the terms of the agreement.

CONFERENCES/REPORT CARDS

Each year special times are set aside for parent/teacher conferences. About two weeks before the scheduled time, the electronic sign-up will be sent out. Once you sign-up, you will receive a confirmation email. Every effort is made to accommodate your needs. We hold conferences in the fall and late winter. Parents wanting to meet with a teacher in addition to conferences may contact them to set an appointment.

- The purpose of the conference is to give the parents and teachers an opportunity to share their views concerning the welfare and progress of the child.
- Parents and teachers may also request additional conferences if they so desire.
- Report cards are issued at the conclusion of each semester.

DISTRICT WIDE ASSESSMENTS

ISASP Assessments are administered in the 4th Quarter to all the students in the grades 3-5. The CBMr in grades 1-5, aReading in grades 1-5, and Early Reading in grades K-1, which are part of the Formative Assessment System for Teachers (FAST), are administered in the fall, winter, and spring to measure reading proficiency.

JUNIOR KINDERGARTEN

Our district offers an all-day alternative kindergarten program called Junior Kindergarten (JK). The JK program offers a blended approach to learning that includes a mix of early childhood education and elementary education. This is a full day program that runs on the same calendar as the school district. The school day will focus on social, emotional and behavioral growth as well as have a literacy and math focus. Below is important information about our program:

- Children must turn 5 years of age between March 15, 2025, and September 15, 2025, to qualify.
- A year of JK is followed by a year of full day kindergarten.
- A student attending JK would be considered as being retained in kindergarten.

TELEPHONE - STUDENT USE

The school telephones are to be used for school business. Students must have an adult's permission to use the telephones in the building. Students will not be allowed to call parents requesting permission to stay in town, to go to another student's home, and the like. We are suggesting that plans such as these should be made at home.

TOYS OR OTHER EXPENSIVE ITEMS

The school cannot be responsible for expensive toys or items at school. Items such as kindles, Ipods, Ipads, phones, etc., are not the responsibility of the school. If the student brings these items to school, it is their responsibility if something is lost, stolen or broken.

BUILDING USAGE

For use of the elementary building and/or gym, please call the elementary office at 641-713-2331 to check availability.

BIRTHDAY INVITATIONS

Birthday party invitations should not be distributed at school unless the entire class is invited. If the whole class is not being invited, we ask that invitations be delivered outside of school.

PERSONAL ELECTRONIC DEVICES

To support a focused learning environment, personal electronic devices, including cell phones, smartwatches, iPads, and gaming devices, must remain turned off and stored in students' backpacks during the school day until dismissal at 3:20 PM. If a student uses a personal device during the school day, it may be kept in the office until dismissal or require parent/guardian pickup. Parents/guardians who need to contact their child during the school day should call the elementary office. Students may use their personal devices after dismissal at 3:20 PM.

SNACKS & BIRTHDAY TREATS

For the safety of students and in consideration of allergies/anaphylaxis, all food served to students at school must be purchased from commercial sources such as bakeries, grocery stores, or department stores. Due to public health concerns, food allergies and anaphylaxis, food should NOT be prepared at home to be shared with others. All foods will require a food label with all ingredients listed. We ask that students do not bring pop, energy drinks or other highly caffeinated drinks.

LATEX FREE ENVIRONMENT (BALLOONS)

It is the policy of the school district to ban latex balloons and latex materials of any kind. Balloons are not allowed on the buses. If a child receives a balloon at school, you are responsible for taking the balloons home.

TREE NUT FREE AND PEANUT AWARE ENVIRONMENT

St. Ansgar Elementary is a Tree Nut Free and Peanut Aware building. For the safety of our students with tree nut allergies, tree nuts are not allowed in the elementary school. Tree nuts include, but are not limited to, cashews, pistachios, pecans, walnuts, almonds, hazelnuts, and Brazil nuts. Please do not bring any foods containing tree nuts into the elementary school.

While we are peanut aware, peanuts are not prohibited. We ask families to be mindful of students with peanut allergies and to exercise caution when sending foods containing peanuts to school. Thank you for helping us maintain a safe and supportive environment for all students.

STUDENT SALESPERSONS

We strongly suggest that all students refrain from selling or trading items at school to reduce the temptation of theft of money or merchandise and loss of school time for sales for the sales transaction.

LOST AND FOUND

Please label the child's personal property: coats, boots, mittens, scarves, notebooks, backpacks, and lunch boxes. These items are easily mislaid and difficult to return to their proper owner if they are not labeled.

A "Lost and Found" is maintained outside of the office. Students are asked to bring unclaimed articles to the office where they will be placed on the "Lost and Found" table directly outside of the office. Check the "Lost and Found" regularly. The School is not responsible for lost, stolen, or damaged items. Children are not encouraged to bring valuable items to school.

LIBRARY/TEXTBOOKS

Both library books and textbooks are expensive. All students are encouraged to take good care of them. We discourage tearing and writing/coloring pages in books. Students will be asked to pay for any lost or damaged books.

STUDENT ATTENDANCE, DRESS CODE, COLD WEATHER PROCEDURES, AND SCHOOL LUNCH

ATTENDANCE

Regular school attendance is essential for student success. Daily classroom instruction, discussions, and hands-on learning experiences cannot be fully replaced through make-up work. Students are expected to attend all scheduled classes and school activities for the required number of school hours each year.

Excused absences include illness, a serious illness or death in the immediate family, medical or dental appointments (with provider documentation), authorized religious holidays, and school-sponsored or approved activities. Examples of unexcused absences include vacations, haircuts, family pictures, and attending sporting events. If your child will be absent, please notify the elementary office as early as possible, preferably in advance. Whenever possible, schedule appointments outside of school hours to minimize missed instructional time.

Parents or guardians must report all absences by calling the school. We ask that you call between 8:00 a.m. and 9:00 a.m. and providing the reason for the absence. Students may not report their own absences. If your child will arrive late or leave early, please notify the office in advance.

Students arriving after 8:20 a.m. are considered tardy and must check in at the elementary office. Students arriving after 10:00 a.m., leaving before 2:00 p.m., or missing more than 1½ hours during the school day will be counted as ½ day absent.

Attendance procedures are as follows:

- 6 absences (per semester): A notification letter will be sent home.
- 12 absences (per semester): A parent, student, and principal meeting will be held to complete an attendance agreement.
- 17 absences (per semester): Iowa law requires the school to notify the county attorney.

The county attorney must also be notified if a parent or guardian does not attend the attendance agreement meeting or if the attendance agreement is not followed after 12 absences.

See St. Ansgar CSD Policy 501.3 and 501.09 for more information.
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SCHOOL DRESS CODE

Appropriate school dress is very important to all at St. Ansgar Elementary school. Student attitude reflects the manner of dress and does have an effect on conduct in the classroom. The

school staff and administration ask for parent cooperation in establishing and enforcing guidelines for appropriate dress. The idea of this dress code is to encourage the students to use personal judgment in their appearance because it does affect your impressions on other people, and seems to affect behavior. However, a few rules are needed for safety, health, and to enhance the learning process. The basic guidelines are as follows:

- T-shirts must have acceptable wording or students will have to call home for other clothing or wear the shirt inside out (if wording cannot be seen that way).
- Tank tops, or tops that are low cut, have midriff exposed or have excessively large arm holes are not acceptable. Students will be asked to change their clothes.
- Shorts may be worn throughout the school year. However, they must be shorts appropriate for school aged children (not too short). Students will still go outside for recess, unless they have a doctor's note.
- Footwear must be worn at all times. Tennis shoes are required for PE class.

COLD WEATHER PROCEDURES

At St. Ansgar Elementary School, students are expected to go outdoors during recess. We have two recess periods each day, each lasting 25 minutes. We closely monitor the weather and follow these guidelines to determine outdoor activity.

- If the temperature and wind chill are above 0 we will be going outside.
- If the temperature and/or wind chill fall below 0 we will stay indoors.
- The weather will be monitored and may change what our students do for each recess.

The following guidelines will be followed as it pertains to recess attire:

- If the "Feels like" temperature is"
 - 0-39-Winter coats, hats, & gloves will need to be worn.
 - 40-49-Spring coats, hats, & gloves will need to be worn.
 - 50-59-Sweatshirts or light jackets will need to be worn.
- The wearing of boots and snow pants is required during the cold, snowy and/or wet periods for all grades. Students without boots will not be allowed to play on the playground and will need to stay on the blacktop. If you are unsure of the weather for the day, it is better to be safer than sorry. Since Mother Nature changes so quickly, students may want to plan on bringing cold weather clothing during the regular "cold months" each day.

BREAKFAST, LUNCH AND MILK PROCEDURES

Our breakfast and lunch schedule is finalized each August once the elementary class schedule is complete. All students eat breakfast and lunch in the school lunchroom.

St. Ansgar CSD uses a computerized system for meals and milk. Each student has their own account and a unique ID that is scanned whenever they take breakfast, lunch, or milk. We ask families to make an initial deposit at the beginning of the school year and to maintain a positive balance in the account throughout the year.

Breakfast is served daily from 7:50 to 8:15 a.m. and is available to all elementary students.

Each time a student eats breakfast or lunch, or chooses an extra milk, the cost is automatically deducted from their account. Meal and milk prices are set annually and can be found at registration. If a student cannot have dairy, juice is available as a substitute with written documentation from a physician on clinic letterhead. Please contact the elementary office for more information about dietary accommodations.

We operate a closed campus during lunch, which means students may not bring in food from local restaurants or convenience stores (such as Casey's, Paradise Pizza, or Sportsmen's Lounge). However, students are welcome to bring a cold lunch from home if they prefer.

If a student will be having a guest eat with them, please call the office (641-713-2331) before 9:00 a.m. on that day. We need an accurate lunch count for our cooks.

BEHAVIOR AND DISCIPLINE GUIDELINES/PBIS

Our goal is to create a safe and positive learning environment that allows students the opportunity to succeed. In order to meet this goal, we expect students who are a part of our

school to follow certain expectations. The framework for these expectations are based on our SAINT acronym.

GREAT TO BE A SAINT

SHOW KINDNESS

ACCOUNTABLE

INSPIRE LEADERSHIP

NEVER GIVE UP

TREAT OTHERS WITH RESPECT

The SAINT acronym is based on the PBIS framework that we are implementing in our school. PBIS is a research-based approach to teaching positive behavior that focuses on the use of explicit teaching of student expectations and the positive reinforcement of those students who are making correct choices during the school day. Our PBIS Team developed the following expectations for areas in the building. Everyone is expected to follow the same expectations in these areas.

St. Ansgar Elementary Great to be a SAINT Behavioral Matrix

	S Show Kindness	A Be Accountable	I Inspire Leadership	N Never Give Up	T Treat Others With Respect
Hallway	Use kind words and actions towards everyone Hands & feet to yourself	Use walking feet Stay to the right Eyes forward Go directly to your destination	Use positive language Follow directions Help others	Keep a positive attitude Ask for help when needed Be a Problem solver	Respect the property of others Use quiet feet Voice Volume 0
Lunchroom	Use kind words and actions towards everyone Hands & feet to yourself	Clean up after yourself Use good manners Bottom on the bench	Use positive language Follow directions 1 napkin	Keep a positive attitude Ask for help when needed Be patient in line Be a Problem solver	Voice Volume 2 Respect personal space Keep food on your tray

Playground	Use kind words and actions towards everyone	Follow playground rules Put equipment away Recess whistle: 1. Stop 2. Look 3. Listen	Include everyone Report problems to an adult	Ask others to play Be a Problem solver	Respect personal space Voice Volume 3
Classroom/ Learning Spaces	Use kind words and actions towards everyone	Keep materials organized Use technology safely and appropriately	Encourage others Clean up after yourself	Be an open learner/risk taker Be a problem solver	Respect others' ideas Voice Volume 0-2
Restroom	Use kind words and actions towards everyone	Get going, get done, get back Keep floors clean and dry	Report problems to an adult	Wait your turn Be a problem solver	Respect privacy of others Voice Volume 1
Bus	Use kind words and actions Hands/feet to yourself and inside the bus	Seat to seat Back to back Use technology/cell phone safely and appropriately	Report problems to an adult Clean up after yourself	Be patient with others Stay in your seat until your stop Be a problem solver	Voice Volume 1 Be courteous
Community/ School Events	Use kind words and actions towards everyone	Cross streets and railroad tracks safely Use technology/cell phone safely and appropriately	Clean up/recycle Report problems to an adult	Show what it looks like to be a Saint Be a problem solver	Be courteous Respect property
Assembly	Use kind words and actions Keep hands and feet to yourself	Listen attentively	Cheer for everyone	Be patient Stay positive	Voice Level 0
Digital Citizenship	Use kind words and actions towards everyone	Pause and think before sharing. Use technology safely and appropriately	Report problems to an adult	Be a problem solver	Respect privacy of others

ST. ANSGAR ELEMENTARY DISCIPLINE PROCEDURES

SF 2428 • Elementary Behavior & Discipline Framework

1. Purpose & Philosophy

St. Ansgar Elementary is committed to maintaining a safe, respectful, and productive learning environment. Our discipline practices are designed to protect learning, teach appropriate behavior, restore relationships, and provide students with the support and structure needed to return successfully to the classroom.

Not every behavior requires an office referral. Teachers are expected to address typical classroom-managed behaviors through relationship-building, reteaching, redirection, logical consequences, and classroom-based supports. Administration becomes involved when behavior is unsafe, significantly disrupts instruction, meets the definition of a nonviolent or violent disruption under Iowa law, or becomes a repeated pattern requiring additional support.

2. Classroom-Managed Behaviors

Examples may include:

Minor classroom disruptions or off-task behavior. Talking out, interrupting, or difficulty following classroom routines. Minor disrespect or inappropriate language that does not rise to the level of a nonviolent disruption. Minor peer conflict, arguing, or social disagreements. Refusal or noncompliance that can reasonably be addressed through classroom interventions. Inappropriate use of classroom materials or minor property concerns.

Possible classroom responses:

Redirection, proximity, nonverbal cues, and reteaching expectations. Choice, logical consequence, change of seating, or brief break. Student reflection or restorative conversation. Parent/guardian communication when appropriate. Classroom behavior plan or additional MTSS/behavior supports when a pattern develops.

3. Office-Managed Behaviors

Administration should be contacted when behavior includes or may include:

Significant physical aggression or fighting. Threats of violence or behavior creating an immediate safety concern. Behavior resulting in injury, significant property damage, or assault. Severe or pervasive conduct that substantially interferes with instruction. Bullying or other serious peer behavior requiring administrative investigation. Repeated classroom disruptions/removals that require a formal behavioral response. Behavior that the classroom teacher cannot reasonably manage while maintaining safety and instruction.

4. Iowa SF 2428: Key Definitions

SF 2428, effective July 1, 2026, establishes procedures for students who cause violent or nonviolent disruptions. The law defines a nonviolent disruption to include, but not be limited to, disorderly conduct, abusive or profane language, bullying, and repeatedly disruptive behavior. A violent disruption includes a threat of violence or an incident of violence that results in injury, property damage, or assault.

Behavior Bill Elementary Oversight Committee Recommendations

OUR APPROACH

After every removal, the teacher will meet with the student prior to returning to the classroom to repair the relationship, establish expectations and boundaries, and provide an opportunity to start fresh. All removals will be followed up by administration communicating with the parent/guardian and the teacher who removed the student.

Non-Violent Disruption First Offense

- Consequences - Student will be removed from that class for at least 30 minutes.
 - Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.
- Return to Classroom: Once the teacher/admin conference is complete.

Non-Violent Disruption Repeated Offenses

- Consequences - K-2-Student will be removed from that class for at least 30 minutes. ISS or OSS will occur. Principal/Principal designee will use discretion.
- Consequences - 3-5- Students will be removed from that class for at least 60 minutes. ISS or OSS will occur. Principal/Principal designee will use discretion.
 - Behavior/Safety Plan. A meeting with parents, student, teacher(s) who removed student from class, principal, and school counselor to address concerns within the classroom and set behavioral expectations/plans for prevention.
 - Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.
- Return to Classroom - Once the teacher/admin conference is complete and suspension is complete

Violent Disruption Student/Student First Offense

- Consequences - K-2- at least half day ISS or OSS.
- Consequences- 3-5 full day ISS or OSS.
 - Will use discretion between simple physical aggression/reactionary vs. sustained, planned, malicious intent.

- Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.
- Return to Classroom - Once the teacher/admin conference is complete and suspension is complete

Violent Disruption Student/Student Second Offense

- Consequences - K-2-Full day ISS or OSS.
- Consequences - 3-5 Full day ISS or OSS.
 - Behavior/Safety Plan. A meeting with parents, student, teacher(s) who removed student from class, principal, and school counselor to address concerns within the classroom and set behavioral expectations/plans for prevention.
 - Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.
- Return to Classroom-Once the teacher/admin conference is complete and suspension is complete

ELEMENTARY SCREEN TIME (HF2676)

Beginning the 2026 school year, Iowa law limits digital instruction for students in kindergarten through fifth grade to no more than 60 minutes per school day, with exceptions for items such as IEPs, Section 504 plans, state assessments, assistive technology, computer science instruction, and other circumstances outlined in the law. We continue to update our practices and will continue to use technology as a tool to support, not replace, high-quality instruction. Technology is prohibited during recess time.

INCREASED PHYSICAL FITNESS (HF2676)

The new legislation increases the minimum amount of daily physical activity for students in kindergarten through fourth grade to at least 40 minutes each school day. Existing physical activity requirements for students in grades 5-12 remain unchanged.

PROCEDURES FOR REPORTING HARASSMENT

The administrator will inform the office of the superintendent in writing of all harassment reports.

Step 1

- Communicate to the harasser that you expect the behavior to stop, This can be done verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal that you trust.

Step 2

- If the behavior is repeated, do all of the following:
 - Tell a teacher, counselor, or principal.
 - Document exactly what happened and keep a copy for yourself and give a copy to the teacher, counselor, or principal. This document should include who the harasser is, when it happened, what and where it happened, what you said or did, how the harasser responded, and how you felt.
 - Write a letter to the harasser telling him/her to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3

- If the behavior is repeated, go to a higher authority (i.e., building principal, superintendent, etc.)

DEFINITIONS OF SEXUAL HARASSMENT

(Section A) Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- Submission to or a rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, as set for in Section A, may include, but is not limited to the following:

- Verbal or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc...

(Section B) Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is either explicitly or implicitly a term or condition of a person's employment or advancement or a student's participation in school programs and activities.

- Submission to or rejection of such conduct by an employee or a student is used as the basis for decisions affecting the employee or student.
- Such conduct has the purpose or effect of unreasonably interfering with an employee or a student's performance or creating an intimidating or hostile working or learning environment.

Harassment, as set in Section B may include, but not limited to the following:

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

See St. Ansgar CSD Board Policy 104 for more information.

MEDICAL FORMS/PROCEDURES

ENROLLMENT FORM AND HEALTH SURVEY

Please keep all health information up to date. If anything changes for your student, healthwise, please contact the school nurse. This includes medical emergency information, issues, and phone numbers.

DISPENSING AND ADMINISTERING MEDICATION TO STUDENTS

- A student needing to use the medication must do so under the supervision of a school authority.
- All medication will be administered in the school office by the school nurse or secretary.
- All medication must be kept in the school office. The only exception is EpiPens and inhalers with a doctor's orders stating the student is allowed to self-carry. For field trips,

events, or any other activity that takes students away from school, their medication will be packed and given to the classroom teacher attending the event.

- A “Medication Permission Form” must be filled out completely before any prescription medication can be given by school personnel.
- Medication to be given in the school must have the following information:
 - Child’s name.
 - Name of drug and dosage.
 - Route to be administered.
 - Approximate time to be given.
 - Physician’s name and signature.

A medication permission form is included at the end of this handbook. It is available in the school office, or by logging on the school website (www.stacsd.org).

All medications must be picked up and dropped off by an adult. Under no circumstances should a student transport any type of medication to or from school.

Any medication not picked up by the last day of school will be disposed of, no exceptions.

See St. Ansgar CSD Board Policy 507.02 for more information.
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STUDENT INSURANCE

While it is each family’s responsibility to carry insurance for their child, there is a No-Cost or Low-Cost health care coverage available. It is: Hawki--Healthy Kids in Iowa. Call 1-800-257-8563 or go to website www.hawk-i.org for details that may qualify your students.

HEALTH EMERGENCIES

All illnesses or injuries should be reported to the school office. Necessary first aid is given when the child is injured. Parents are contacted if additional treatment is needed or if the child is uncomfortable. If the injury is serious, 911 is called.

Children who become ill in school are sent home. Any child sent home must be fever free, without the use of fever reducing medicines, before being allowed to return to school.

Children needing first aid should report to the classroom teacher or office. Staff is required to fill out accident forms for all injuries that require or might require a physician's care for injuries that result in the loss of school time.

COMMUNICABLE AND INFECTIOUS DISEASES

For students to optimally participate in their educational program, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. Teachers and support personnel will attempt to detect early signs of illness. When a student appears ill, they will be sent to the nurse to be monitored for fever, appetite, stools and observed for further signs of illness. Upon any signs of illness, the parent/guardian will be notified concerning the illness, the need for medical care and the need to remove the student temporarily from the school. By adhering to this policy for your child and all the students, we can protect students from communicable illness.

Guidelines: The following conditions should be given serious consideration. Any child with these conditions should **not** be sent to school and **will be sent home** if these occur in school.

1. Fever: any child with a fever equal to 100 degrees orally. The student should be fever free (without fever reducing medication) for 24 hours before returning to school.
2. Vomiting: any child who vomits (anything more than an infant "spitting up"), which are not related to medication or food reactions per physician documentation.
3. Students may return to school 24 hours after their LAST bout with vomit.
4. Diarrhea: any student who has loose, liquid, frequent stools, which are not related to medication or food reactions per physician documentation. The student may return to school 24 hours after the last bout with diarrhea.
5. Thrush: any student with a yeast infection of the mouth (thrush).
6. Covid: Any student who has been diagnosed with Covid should be fever free with no fever reducing medication and respiratory symptoms are mild and improving.
7. Strep Throat: any child diagnosed with Strep throat (streptococcus) should stay home for 24 hours after antibiotics have been started.
8. Cold Symptoms: Professional discretion will be used to evaluate any student with nasal discharge and/or cough. Medical care is recommended for a student complaining of a sore throat.

9. Pink Eye, Conjunctivitis: any student with redness, burning, watering or discharge about the eyes. Medical care is recommended.
10. Worms: any student with pinworms or tapeworms in stools. Medication is recommended. The child will need a physician's note to return to school.
11. Skin Rash: any student with multiple lesioned rash accompanied by fever, any student with a skin rash or lesion typical of a communicable disease (scabies, chicken pox, measles, impetigo, ringworm, scarlatina, molluscum contagiosum (MCV).
12. Communicable Illness: any student with a communicable illness. If your child becomes ill with a communicable illness on a day when school is not in session, please inform school personnel so the other classmates may be observed for similar symptoms. For the student to return to school, approval from the school nurse and a physician's note is requested stating that the child has received necessary medical treatment.

Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse, if available, or other school personnel to determine if a child should remain in school. The parent or emergency contact will be notified when a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students. Students cannot simply reach out to a parent/guardian via text/call and leave campus. Every student needs to be evaluated by staff for illness prior to leaving campus.

STUDENT HEALTH SERVICES

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs and resources determine the linkages.

IOWA IMMUNIZATION LAW

MINIMUM IMMUNIZATIONS REQUIRED TO ENROLL IN SCHOOL

- One DPT.
- One Polio.
- One Measles/Rubella given after the age of 12 months.

- One dose of Hepatitis B.
- One dose of Varicella vaccine given after the age of 12 months.

SUMMARY OF REQUIREMENTS OF THE IOWA IMMUNIZATION LAW

- DIPHTHERIA TETANUS PERTUSSIS: 5 doses with 1 dose received ≥ 4 years of age.
- POLIO: 4 doses with 1 dose received ≥ 4 years of age.
- MEASLES MUMPS RUBELLA: 2 doses. 1st dose received ≥ 12 months of age, 2nd dose no less than 28 days after the 1st dose.
- HEPATITIS B: 3 doses.
- VARICELLA: 2 doses received ≥ 12 months of age.

ARRIVING TO SCHOOL VIA BUS, BICYCLE OR DROP OFF/PICK UP

To ensure the safety and smooth transition of all students during our busy dismissal period, **please submit any change to your child's pick up or bus plans by 2:45 pm** each day to allow us to process the request properly.

PICKING UP AND DROPPING OFF STUDENTS AT SCHOOL

Parents dropping off children in the morning or picking up students at dismissal time are asked to use the south entrance. Please drive in a counter clockwise pattern in the elementary parking lot. This will help to ensure safety for all.

If your child is to leave before dismissal time, you must notify the teacher and the office by phone, email, or with a note **by 2:45 pm**. Parents are asked to come to the elementary office to pick up their student. Please use the south parking lot and entrance.

There are no cars allowed in the bus loop on the north side of the building.

WALKERS AND BICYCLE RIDER TIPS

Bicycles should be parked in the rack by the playground. Bicycles should remain in the rack until dismissal time. Bikers are urged to use the safest route and follow the rules of the road.

BUS SAFETY

Our school believes in teaching bus safety. Your child will learn about bus safety twice a year, as a reminder of how to act while riding the bus.

Students who ride the bus and other school vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another vehicle, loading or

unloading, or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in a school district vehicle shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

- Students must be at the designated loading area before the bus arrives and wait until the bus comes to a complete stop before entering or exiting. Students must use the right front door. The emergency door is for emergencies only. Students must get off at their designated stop unless the driver has written permission for a different location.
- Students must remain seated while the bus is moving. The driver may assign seats. Keep aisles clear, feet off seats, and hands, arms, and heads inside the bus. Students should not push, crowd, roughhouse, or disturb others. Conversation should be at a classroom-appropriate voice level.
- The driver is in charge of the bus and all riders. Students must follow the driver's directions. Windows may only be opened with the driver's permission. Students may not throw objects, shoot paper wads or other materials, or use squirt guns on or from the bus. Garbage must be placed in the waste containers.
- When crossing the road, students must walk in front of the bus, at least 10 feet away, look both ways, and cross only when the driver gives the signal.
- Students are responsible for damage they cause to bus seats or equipment and may be required to pay for repairs or replacement. Alcohol, tobacco, and look-alike substances are prohibited. The **Good Conduct Rule applies while riding the bus and at bus stops.**

RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT. PRIVILEGES MAY BE REMOVED AT ANY TIME. VIOLATION OF BEHAVIOR REGULATIONS ON THE BUS WILL RESULT IN:

- 1st Violation--Driver will notify the office and complete a discipline from given to the principal.
- 2nd Violation--Driver will complete a discipline report form and will meet with administration. Parents will be notified by the principal. Suspension from the bus could occur.
- 3rd Violation--Driver will complete a discipline report and meet with the administration. Parents will be notified and suspension from riding the bus will occur.
- A severe disturbance may, at any time, skip a step.

EDUCATIONAL SERVICES AND AEA

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the St. Ansgar Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age (employment only), political party affiliation, actual or potential parental, family or marital status, and socioeconomic status (students/program only) in its educational programs, activities or employment practices. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Lynn A. Baldus, Principal, PO Box 398, 206 E. 8 th St., St. Ansgar, IA 50472, (641) 713-4720, lbaldus@st-ansgar.k12.ia.us. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

SECTION 504 - NON DISCRIMINATION POLICY

The St. Ansgar Community School District is committed to helping every student grow socially, emotionally, physically, and academically. We strive to provide equal opportunities for all students and expect everyone to contribute to a safe, respectful learning environment. Our district does not discriminate based on race, color, national origin, sex, disability, religion, creed, sexual orientation, age, or family status. Policies apply during school, at school events, and on school transportation to ensure a positive experience for all. If you have questions or concerns about discrimination or district policies, please contact the school office for support and information on our grievance procedures.

See St. Ansgar CSD Board Policy 102 for more information on the above.
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GUIDANCE AND COUNSELING SERVICES

Group guidance sessions are held in grades PK-5 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic

educational involvement, and career vocational development. Call the elementary guidance counselor for more information.

CENTRAL RIVERS AEA

Our school district is part of the Central Rivers Education Agency in Clear Lake. We have the following special education personnel in our building throughout the week.

- Speech Clinician
- Hearing Clinician
- Special Education Consultant
- Physical and Occupational Therapist.

SUMMARY OF PARENTAL RIGHTS

The decision whether or not to provide special education is a team decision. The prescription of special education may or may not be appropriate depending upon whether a student meets certain criteria that will entitle them to special education services. Failure to thrive in a general education environment is not, by itself, sufficient evidence of the need for special education. Data from a number of sources must be considered in making this decision. Baseline performance data, discrepancy analysis, outcome criteria, ongoing intervention design and graphic representation or progress monitoring are essential elements in determining the next steps.

ST. ANSGAR ELEMENTARY STAFF

Jer Osgood	Principal	Jessica Jeffries	Secretary
Taryn Cole	Junior Kindergarten	Kelli Hemann	Pre-School
Brandi Meier	Kindergarten	Bret Williams	Kindergarten
Michelle Hulshizer	First Grade	Katie Church	First Grade
Kennedy Schwisow	Second Grade	Julie Rogerson	Second Grade
Lisa Kruse	Second Grade	Courtney Jorgensen	Third Grade
Bryan Mayer	Third Grade	Kelly Popp	Fourth Grade
Tori Steinberg	Fourth Grade	Jenna Jackson	Fifth Grade
Lynn Brigham	Fifth Grade	Michelle Caron	Nurse
Eric Kline	P. E.	Liz Schaub	Counselor
Amy Powers	Title 1	Candice Haugen	Special Education
Shannon Belz	Special Education	Hayley Mueller	JK-3 Music
Nicole Loftus	4-5 Music/5th Band	Jenny Nielsen	Library
Jennie Mooney	Paraeducator	Lesa Smith	Paraeducator
Linda Kruse	Paraeducator	Tiffany Goergen	Paraeducator
Kenya Nelson	Paraeducator	Katie Squier	Paraeducator
Paige Warrington	Paraeducator	June King	Paraeducator
Keri Hollatz	Paraeducator	Jaci VandenAvond	Paraeducator
Brista Poe	Paraeducator	Elsa Warrington	Paraeducator

IT IS GREAT TO BE A SAINT!!!



St. Ansgar Community School

206 E. 8th St.

St. Ansgar, IA 50472

641-713-2331 FAX:641-713-2037

MEDICATION PERMISSION FORM

STUDENT'S NAME: _____ GRADE: _____

MEDICATION: _____

DATE TO BEGIN: _____ DATE TO END: _____

DOSAGE: _____

ROUTE: Oral, Eye drops, Nose Drops, Inhaler, Injection, Other _____

AMOUNT TO BE GIVEN: _____

ILLNESS OR CONDITION REQUIRING MEDICATION: _____

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication

administration and the medication is in the original labeled container, either as dispensed or in the manufacturer's.

PARENT SIGNATURE:_____ DATE:_____