

St. Ansgar Elementary School

206 East 8th St. Ansgar, IA 50472
(641)713-2331 (641)713-2370 (FAX)

www.stacsd.org

Elementary Handbook

Fostered by a cooperative effort between the St. Ansgar School District and community, our mission is to provide the highest quality education in a secure, positive, and challenging environment, empowering all students to 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 our St. Ansgar Elementary family. We are glad to have you with us as we work together to achieve academic and social success for all of our students. This handbook is designed to inform you of the many procedures and services provided by the school, as well as some of the everyday procedures and policies. By sharing this information in this handbook, we hope to promote understanding, cooperation, and teamwork. We ask that you review the information and use it as a ready reference throughout the year.

Students that know their parents or guardians are involved and communicate regularly work harder, feel more confident, and will excel in their schoolwork. It is very important to take the time to go over this information with your children.

We are looking forward to an excellent year, especially working with you as a parent and an advocate for education. We welcome parental visitations, inquiries, concerns, suggestions, and support. The students will experience many fantastic opportunities to learn and grow. If you have any questions or comments, please do not hesitate to call or stop in. Thank you for your continued support and again, welcome to our St. Ansgar Elementary family.

Sincerely,
Josh Culberson
Elementary Principal



TABLE OF CONTENTS

Jurisdictional Statement and Definitions.....	pg. 4
General School Information and Procedures.....	pg. 5
Attendance, Dress Code, Cold Weather Procedures, and Lunch/Breakfast.....	pg. 9
Behavior and Discipline Guidelines.....	pg. 13
Medical Forms and Procedures.....	pg. 16
Arriving at School Via Bus, Bicycle, or Dropoff.....	pg. 18
Educational Statements and Services (AEA, etc....)	pg. 20
Staff Directory.....	pg. 22
Medication Permission Form.....	pg. 24

JURISDICTIONAL STATEMENT

School district policies are in effect while students are on school grounds or property within the jurisdiction of the school district; while on school owned and/or school operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds. Misconduct directly affects the good order, efficient management and welfare of the school district, involving students and staff. Violation of school district policies may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities. School district policies are in effect 12 months a year.

Students may be disciplined for conduct that disrupts the education program, disrupts the orderly and efficient operation of the school district or school activity, or disrupts the rights of other students. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline may also include restriction from privileges to participate in extracurricular activities, field trips, and classroom activities.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

GENERAL SCHOOL INFORMATION

SCHOOL DAY

The teacher's day begins at 7:45 AM with classroom instruction beginning at 8:15 AM. Students should arrive at school after 7:50 AM for breakfast.

We do not have supervision in our building until 7:50 AM. Students should not be dropped off early. Wandering through school is not permitted.

School is dismissed at 3:20 PM each day. Students picked up at dismissal time should use the south entrance/exit to the building. Parents should be at the south door to pick up your child. Students will not leave without a parent/adult picking them up.

SCHOOL CLOSINGS

All school closings, delayed starts and early dismissals due to inclement weather will be broadcast on the following radio and TV stations, as well as our JMC Messaging system:

--KIMT-TV (Mason City)
--KAAL-TV (Austin)
--KTTC-TV (Rochester)

--KGLO (AM 1300-Mason City)
--KLSS (Mason City)

When an early dismissal occurs, parents must ensure that children know how to get in the house if no one is home. Please discuss with your child what the plan will be for early dismissals before they occur. **Calling home from school should not be the plan.** Parents will be notified in advance by a JMC Message when an early dismissal is planned by the administration.

When school is called off due to inclement weather, our phone lines become very busy. Please talk with your children, or your child's teacher, about what they should do in case of bad weather. As always, our school will make sure your child is safe during these situations.

VISITORS

All visitors must make prior arrangements with the office before visiting the building. Upon entering the building you must report to the school office. You will receive a visitor's badge after signing in. School age visitors are not allowed during the school day unless escorted and supervised by an adult. We like to have parents visit the school. Parents are welcome to visit any time, with the exception of the first two weeks of

school, on party days, and during the last two weeks of the school year. The visit should be kept to no longer than one hour.

See St. Ansgar Community School District Board Policy 904.2 for more information.

CLOSED CAMPUS

Children are not allowed to leave the school during the day. If you are going to pick up your child you must notify the teacher and the office by phone, email, or with a note. If you do not call the office, send a note, or email **by 3:00**, your child will follow their normal dismissal plan.

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.

Students in grades 2-5 will be given the FAST aMath assessment and students in K-1 will be given the Early Math Assessment in the fall, winter, and spring to measure math proficiency.

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, I pads, 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.

CELLPHONE/ELECTRONICS

In order to create a positive learning environment for all students, any personal electronic devices may not be used in the building until 3:20 p.m. This includes iPads, MP3 players, phones or other hand held music or gaming devices. If a student brings one of these types of devices to school, it may be confiscated and held until a parent comes to school to get it.

At St. Ansgar Elementary, we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it turned off and in their bag during school hours. If a

student is seen with a cell phone during school hours they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up.

During school hours, if a parent/guardian needs to get a message to their student, they need to call the elementary office and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:20 p.m.

BIRTHDAY INVITATIONS

Invitations for birthday parties shall not be handed out in school unless each student is invited (all boys or all girls, depending on the sex of the birthday party person). If the students are not all invited, the invitations should not be handed out.

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.

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 ENVIRONMENT

St. Ansgar Elementary is a Tree Nut aware building; No tree nuts are allowed. (Tree nuts include, but are not limited to, cashews, pistachios, pecans, walnuts, almonds, hazelnuts and brazil nuts). For the safety of our students with tree nut allergies, please do not bring any foods containing nuts into the elementary school.

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 it 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 encourage students to cover their textbooks.~~ 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

It is the educational philosophy of the St. Ansgar Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods.

Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administration and Staff of the St. Ansgar CSD expects that students shall be in attendance at scheduled classes and activities for the required number of hours per academic year.

The exception to the required number of hours per year ~~attendance~~ would be in the case of an emergency, authorized religious holidays, and school sponsored or approved activities. Doctor or dental appointments are also an exception with a note from the provider. The only absence, which constitutes such an emergency would be illness of

the student or a death or serious illness in the immediate family. All absences, must be reported to the elementary office the day of or, if possible, prior to the absence for the absence to be excused. Please try to schedule any appointments outside of school hours to avoid absences.

A student is never able to “make-up” the educational benefits gained from actual attendance in the classroom. As a result, even an excused absence may affect your child’s progress. Also, if a student misses a great deal of school, it may be recommended that the student be retained the next school year.

School attendance is the responsibility of the students and parents. Excessive absences must be reported to the county attorney. When a student is going to be absent from school, the parent should call the school letting the office know the reason. This should be done between 8:00 a.m. and 9:00 a.m. If a student is going to be late to school or leave early from school, a note should be sent with the child to give to the teacher, or the parent should call the office. The absence must be reported to the office by a parent or guardian, not the student.

All absences will result in a reasonable effort by the school to contact the student’s parent in order to confirm the student’s safety, unless the school has been previously notified by the parent of the absence in writing or by phone. If there is no communication from the parent or guardian regarding an absence, this will be counted as unexcused.

If a student comes in after 8:20, they will be marked tardy. If they arrive after 10:00 a.m., they will be counted ½ day absent. If a student leaves before 2:00 p.m., they will be counted ½ day absent. If a student is gone more than an hour and a half in the middle of the day, they will be counted ½ day absent. Students must report to the elementary office if they are arriving after 8:20.

After **5** tardies or absences, excused or unexcused, or a combination of both, a letter will be sent home.

After **10** tardies or absences, excused or unexcused, or a combination of both, parents may be asked to meet with the teacher and principal.

After **15** tardies or absences, excused or unexcused, or a combination of both, parents will be contacted. For excessive absences, the county attorney will be notified.

A truant student is defined as a child over seven and younger than sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. If we feel that the student is truant, the county attorney will be notified.

See St. Ansgar CSD Policy 501.3, 501.9, and 501.10 for more information.

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

Students at St. Ansgar Elementary School are expected to go outdoors during recess periods. Our recesses do not last more than 20 minutes for noon or 15 minutes for the morning and afternoon recesses. We try to monitor the weather closely and use the following rules as a guide.

- If the temperature and wind chill are above 0 we will be going outside.
- If the temperature and 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”
 - 0-45-Winter coats, hats, & gloves will need to be worn.
 - 45-55-Spring coat, hats, & gloves will need to be worn.
 - 55-65-Sweatshirts or light jackets will need to be worn.
- The wearing of boots and snow pants is required during the cold 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/MILK INFORMATION

The lunch and breakfast schedule will be set each August once the elementary class schedule is completed. All children eat their breakfast and lunch in the lunchroom. St. Ansgar CSD has a computerized meal/milk system. Each student has an account and is assigned a meal/milk ID that is scanned each time that student drinks milk, takes breakfast or takes hot lunch. We ask that a deposit is made at the beginning of the school year and that a positive balance is maintained throughout the remainder of the year. Breakfast will be available to all elementary students from 7:50-8:15 a.m. daily.

Every time a student eats breakfast, lunch, or has an extra milk, money is deducted from the student’s account. These fees are set at the beginning of each year and can be seen at registration time. Juice is available instead of milk for students who cannot have dairy products upon recommendation in writing by a physician on clinic letterhead. For more information, please contact the elementary office.

Because we have a closed campus during lunch, we do not compete with local establishments (Casey’s, Sportmen’s Lounge, Paradise Pizza, etc...). Students may bring a cold lunch from home, but lunches purchased from outside of school will not be allowed in the school.

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 -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	-Respect the property of others -Use quiet feet -Follow voice limits
Lunchroom	-Hands & feet to yourself -Use kind words	-Clean up after yourself -Use good manners	-Use positive language -Follow directions	-Keep a positive attitude -Ask for help when needed	-Follow voice limits -Respect personal space

				-Be patient in line	
Playground					
Classroom/ Learning Spaces					
Restroom					
Bus					
Community					
Assembly					

HARASSMENT POLICY AND PROCEDURES

It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor or building administrator.

PROCEDURES FOR REPORTING HARASSMENT

School administrators 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 502.12 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 507.2 for more information.

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.

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 \geq 4 years of age.

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

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

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.

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. 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.

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.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter or leave.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not allowed to leave their seat while the vehicle is in motion.
- Garbage is to go in the waste containers.
- Permission to open windows must be obtained from the driver.
- Ordinary conversation and voice level should reflect what is allowed in the classroom.
- The driver is in charge of the riders and vehicle at all times. Respect and follow his/her directions.
- Riders who cross the roadway to board or depart the vehicle must pass in front of the vehicle (no closer than 10 feet) look in both directions and proceed to cross the road or highway only on the signal of the driver.
- Riders must not throw objects out the windows or in the vehicle.
- Shooting paper wads, squirt guns, or other material in the bus or out is not permitted.
- Riders must keep their feet off the seats and out of the aisles.
- No roughhousing.
- Riders must refrain from pushing or crowding others.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited.
- The good conduct rule is in effect.

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 form 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

Students, parents, employees and others doing business with or performing services for St. Ansgar CSD are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act, 504 or Iowa Code; 280.3 is directed to contact the elementary principal.

See St. Ansgar CSD Board Policy 103 for more information on the above.

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

Josh Culberson	Principal	Jessica Jeffries	Secretary
Sherris Hjelmeland	PreKindergarten	Kelli Hemann	PreSchool
Brandi Meier	Kindergarten	Bret Williams	Kindergarten
Crystal Mayer	First Grade	Katie Church	First Grade
Julie Rogerson	Second Grade	Lisa Kruse	Second Grade
Raedel Mogk	Third 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	Eric Kline	P. E.
Liz Schaub	Guidance	Amy Powers	Title 1
Lori Hoeft	Special Education	Shannon Belz	Special Education
Hayley Mueller	PK-3 Music	Loraine Mix	4-5 Music/5th Band
Jenny Nielsen	Library	?	Paraeducator
Linda Kruse	Paraeducator	Pam Williams	Paraeducator
Tiffany Goergen	Paraeducator	Kenya Nelson	Paraeducator
Paige Warrington	Paraeducator	?	Paraeducator
?	Paraeducator	Michelle Caron	Nurse

**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: _____