Crestwood Elementary

Student-Parent Handbook
2026 - 2027

Howard-Winneshiek Community Schools

Vision: To discover, develop and expand passions, creativity, and strengths

Mission: To prepare and empower our students to think creatively, serve, contribute and succeed locally and globally

It is the policy of the Howard-Winneshiek Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. 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, Brenda Lentz, Director of Student Services/Special Education, 1000 Schroeder Drive, Cresco, Iowa 52136, (563) 547- 2300; ext. 332; blentz@howard-winn.k12.ia.us Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

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CRESTWOOD ELEMENTARY OVERVIEW

The Crestwood Elementary program is focused on doing what is best for kids. We continue to refine our practices to increase student achievement, enhance students' personal growth, and learn with and from each other in the process. We encourage parents to engage in the classroom, attend school activities, and collaborate with staff to create the best learning experience for all students. Thank you for giving us the opportunity to work with you and your child.

ATTENDANCE

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons; requires doctor's excusal
- have an individualized education program than affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study hall, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

This is a mandatory policy. Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism: 10% of Grading Period
When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian by mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting
If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting.

All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan
The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students who are absent without a reasonable excuse, as determined by the principal. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation.

Parents are expected to telephone the school office to report a student's absence per the individual building student handbook on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator, school counselor, or school social worker.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

% Absent	District Action
8% of semester instructional days	Parents will be notified by letter and/or email once their child has missed 8% of school. Further documentation of absences may be required. Ex. Doctors Note.
10% of semester instructional days	Second Parent letter is sent with updated attendance information. The county attorney will be notified that the student has reached a 10% absent rate.
15 % of semester instructional days	Administration will contact the parents with a letter and meeting request notice. They will also notify the county attorney's office that the student is not in compliance with compulsory education statute Iowa Code 501.9 Students will be placed on an attendance contract.
18% of semester instructional days	Information will be forwarded to the county attorney's office and a letter will be sent to the parent/guardian. A second meeting will be held with parents, administrators, and counselors to set clear expectations and consequences for further absences
20% of semester instructional days	The student will be considered truant. Parents and students could be held legally responsible per Iowa code 501.9.

Parents/Caregivers/Guardians Responsibility:
Parents/Caregivers/Guardians are encouraged to call prior to 8:00 a.m. to report absences. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. Parents are encouraged to call the school each day if their child is going to be absent or tardy. Students should be in their classroom by 8:15 a.m. each day. Tardies will be counted if the student arrives in the classroom after 8:20 a.m..

If parents do not call, the school will attempt to contact the parents. There is an answering machine on at all hours to take your messages. The HWCSD administration may request evidence or written verification of the student's reason for absence.

ACTIVITY TICKETS
All students have the opportunity to purchase activity tickets for high school athletic events. The tickets may be purchased before the start of the school year when fees are paid or at any time during the year from the building secretary. Refunds for events prior to the purchase of an athletic ticket will not be given.

AREA EDUCATION AGENCY (A.E.A.)
Keystone Area Education Agency 1, with its main office in Elkader, provides services, which include evaluation of special education, hearing screenings or individual assistance to help the school make the most appropriate educational experience possible for your child. For more information regarding AEA services, please contact your building administrator or review on-line at http://www.aea1.k12.ia.us.

ARRIVAL AND DISMISSAL
All classes begin promptly at 8:15 a.m. in the morning. Students are counted as tardy if arriving after 8:20 a.m.. Students who arrive at school other than by school bus should not arrive before 7:45 a.m. ***There is no supervision on school grounds until 7:45 a.m.***

For safety purposes, *all entries* to the school are locked at 8:20 a.m. Visitors need to enter the main doors by the office and check in with the office secretary when arriving after the start of the school day.

Arriving at school safely is very important.

- If your child is walking to school, they should use crosswalks when crossing streets.
- If your child is riding a bike to and from school, please remind them to ride with the traffic on the right hand side of the road. Bicycles should be walked across the street at all stoplights on the way to and from school. Bicycles should also be walked while on school property.
- If you are dropping off or picking up your child, please drive your car up to the curb on the right side so your child will not be running between or in front of cars or across the street. Students need to stay on the sidewalks after being dropped off at school. We encourage families to utilize the parking lot for pick-ups after school.

Dismissal is safer if all families adhere to a few common expectations:

- All classes end at 3:20 p.m. in the afternoon.
- Parents who are picking up their child should wait outside the building for their child to be dismissed. Parents are not permitted to wait in the building by the child's classroom or hallways.
- Office Notification: Notes are required if the student is doing something after school that is a change from their normal plans. These notifications must go through the office to ensure proper communication. Students will not be allowed to do anything different without the office being notified by the parent or guardian. This includes having your child picked up by someone who doesn't normally pick them up, walking home with a friend, or riding the bus home with someone. This policy is to protect your child and to keep them safe.

Virtual Learning - Weather Delays & Dismissals:
The state of Iowa requires public schools to have a minimum of 1080 hours of instructional time with students. Our calendar has more than the minimum 1080 hours consequently providing "built in snow days". Iowa public schools are allowed by state law to use up to five virtual learning days to replace in-person instruction during inclement weather, preventing the need for end-of-year make-up days. The virtual days are designed to keep learning consistent during weather related closures, preventing the need to extend the school year into June. If a district uses all five allowed virtual days, further weather closures will require the school to add days to the end of the school year.

At this time, virtual days will only be used for weather related early dismissals or delays. If we exhaust our built-in time, virtual learning may be used for whole days of instruction. The virtual days are structured as remote learning, often utilizing online platforms (Schoology) for older students and take-home packets for younger students. This is not virtual face-to-face instruction scheduled at a designated time during the day but rather activities to be completed at each student's preferred time with a deadline of completion at a later date determined by each individual teacher.

We want to stress that in-person instruction is our top priority. We believe face-to-face instruction provides the best educational experience for our students and our objective is to maximize instructional time in the classroom at all costs. We want families to be aware of the plan should a weather-related delay or early dismissal occur. If virtual learning is needed, additional information and guidance will be provided by your student's building principal.

ASSAULT
Students who fail to abide by the student conduct policy and the administrative regulations supporting it may be disciplined. Disciplinary measures may include, but not limited to, removal from the classroom, detention, suspension, probation and/or expulsion. A student who commits an assault as defined in Iowa Code under section 708.1 against a school employee or another student in a school building, on school grounds, or at a school sponsored function shall be suspended for a time to be determined by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

2. An act which is intended to place another in fear of immediate physical contact which is painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally point any firearm toward another or display in a threatening manner any dangerous weapon toward another.

BICYCLES

Bicycles may be ridden to school in the fall and spring. It is the parents' responsibility to make sure their children understand and obey the traffic safety rules. **Bikes are to be walked on and off the school grounds and parked in the bike stands.** Riding of bikes during play periods is not permitted.

BIRTHDAYS

Birthday treats may be brought to school, but because of food allergies all treats must be pre-packaged and not home-made. Treats must all be nut-free.

The Howard-Winneshiek School Board adopted the following guidelines to preschool through 12th grade students for any type of food brought to school to share.

- Pre-packed, commercially prepared foods and bakery items are acceptable with an ingredient label on them.
- Properly washed fresh fruits and vegetables may be served.
- Non-food items are a suggestion for distribution at class parties, celebrations, etc.
- Classroom food preparation is allowed under supervision of the classroom teacher.

If you send birthday treats, please make sure there are enough for the entire class. Further, it is important to be respectful and observant of any student allergies and restrictions in sharing treats. **Birthday invitations are not to be distributed at school unless each student in the classroom is invited**. Please inform the classroom teacher if you wish to have invitations handed out to all students.

BUS INFORMATION

ALTERNATE DISCHARGE POINT

If you would like your child discharged at a point other than your driveway, obtain an Alternate School Bus Discharge Point form from your bus driver, school office, or at registration time. Complete and sign the form and return it to your bus driver or the Transportation Supervisor.

PARENTS' RESPONSIBILITIES

While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a heavy responsibility and anything that happens on the bus to divert the driver's attention from their driving responsibilities endangers the safety of the passengers. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner. *It is the parents' responsibility to make sure that their children understand the "Rules and Regulations Governing Students Riding Howard-Winneshiek School Buses.*

PENALTIES

The Principal Or Transportation Director will determine the discipline and penalties of misbehavior on the school bus:

- Depending on circumstances this may include removal from the bus for 1 to 10 days or permanent removal from the bus by formal hearing.
- Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.
- Riding the bus is a privilege, not a right.

The bus driver has the ability to discipline a student and may notify the administration of a student's inappropriate bus conduct. Video cameras are in use on school buses for the safety of all students riding the bus. The content of the video tapes may be used to discipline students.

RULES AND REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

1. The bus driver will assign seats.
2. Be courteous, respectful and responsible to the bus driver and other riders.
3. Students will talk in a normal tone of voice with no profanity allowed.
4. Eating or drinking on the bus are prohibited.
5. Violence and roughhousing are prohibited.
6. Remain seated when the bus is in motion.

7. Keep your hands and head inside the bus keep feet on the floor at all times with the aisles clear at all times.
8. Large items such as band instruments, class projects, or carrying bags are not permitted.
9. Destruction of property will be handed over to the proper authorities as “vandalism”.
10. For your own safety do not distract the bus driver through misbehavior.
11. Riders are not to throw items in the bus, at the bus or out of the bus. If items are thrown out of the bus, the student will be charged with littering and handed over to the proper authorities.
12. Touching safety equipment such as emergency exit windows, rear emergency door exits and other items are prohibited.
13. All riders will return required forms filled out and signed by the parent(s) or guardian(s).
14. Most rules applied in the classroom also apply on the school bus.

SPECIAL REQUEST FOR BUS TRANSPORTATION

Parents are asked to call the transportation supervisor (563-547-2341) if they would like to have their child ride a bus to a friend's home. In addition, all students need to have a written note, signed by a parent, guardian, or school official, and present it to the bus driver.

- Buses will not stop or turn around mid route unless there is an emergency deemed by administration. If your child misses the bus or is not supposed to be on the bus, other arrangements by the parent will need to be made.

CANCELLATION OF SCHOOL

If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be made on Twitter, Facebook, SchoolMessenger alerts, as well as posted on the school website, http://www.howard-winn.k12.ia.us

CARE OF SCHOOL PROPERTY

It is the responsibility of all students and staff members to see that the school facilities and instructional materials are cared for properly. Anyone who defaces or deliberately destroys school property will be required to pay for the damage and may be subject to further disciplinary action.

CELL PHONE / ELECTRONIC DEVICES

Cellphones are to be kept on silent and unseen for the duration of the school day. Teachers may request students to leave their cell phones in their lockers or in a specific location in the classroom upon entering. Cell phone use is prohibited in restrooms or locker rooms.

It is recognized that cell phones and other electronic devices can have value as educational tools, yet at the same time can be major distractions to the educational process or other personal goals. Therefore, it is imperative that students use them in an appropriate manner at school, and that staff members not only teach them appropriate use but also hold them accountable when disruptions occur. Instructors may approve use of handheld technology for educational purposes in the classroom.
The phone in the K-8 office is available to contact parents, if students need to do so. If a parent wishes to have their student use a cell phone to contact them during the school day, this needs to be done in the school office with permission from the principal, a teacher, or coach.

Violations of this policy will result in:

● **First offense** – Confiscation of the cell phone or other device and kept with the teacher with write up.
● **Second offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day.
● **Third Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. **Parents will be notified and**

required to come to school to pick up the phone. Students must then turn the device into the office for **the next five school days** prior to the start of first period where it will remain secured until the end of each school day.

● **Fourth Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. At that point, the student and a parent must meet with the principal and applicable teachers to discuss the matter. The student will be required to drop the phone off in the office prior to the start of the school day and leave it there for the remainder of the day for **a minimum of 10 school days**, and the student will receive **additional consequences for insubordination**.

● **Further Offenses** – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.

● ***Note:*** *A student who turns in a "dummy" phone and continues to use a phone, or one belonging to someone else, will be considered insubordinate and receive consequences under the behavior code.*

Cell phones, cameras or any other device capable of taking, transmitting, and/or storing photographic or audio images or recordings are not allowed to be used without the expressed consent of the other party. In addition, they cannot be used at any time in locker rooms or restrooms except under emergency conditions to seek assistance.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests, examinations, or any other assessments shall be subject to discipline under the behavior code. Using a cell phone in any way during the school day in a manner that distracts another student or causes any kind of disruption is also prohibited.

The use of cell phones and other electronic devices on field trips and extra-curricular activities will be at the discretion of the teacher, sponsor, or coach.

CHANGE OF ADDRESS, TELEPHONE OR EMPLOYMENT

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Guardians must notify the school immediately if you have a change of address or telephone number during the school year, or if you change places of employment.

CHAPTER 103 – CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

CHILD ABUSE LAW

All school personnel are MANDATORY REPORTERS of ANY and ALL cases of SUSPECTED child abuse. The following people have been selected to respond to any allegations of student abuse by employees. Location of any sex offenders can be found at www.iowasexoffenders.com. If you suspect abuse, do not hesitate to contact one of the following investigators, Level I - Sheila Halweg, School Nurse or Alternate Investigator: Mrs. Brenda Lentz, Principal at (563) 547-2340.

CLOTHING

Students are expected to dress appropriately for school. Some limits are imposed related to health, safety, cleanliness, indecency, and/or the disruption of the educational process. Shoes must be worn in and around school at all times. Hats are not to be worn by students in the classroom unless the teacher has given permission.

Distracting Attire

- Clothing that creates a school distraction is prohibited. Any clothing that causes damage or excessive maintenance to school property should not be worn. Students are not allowed to wear halters, midriffs, and SHORT shorts. We DO NOT allow any shirts with alcohol, smoking or inappropriate slogans on them. A student coming with such a shirt will be asked to turn it inside out or parents will be contacted. Students wearing articles of clothing or accessories that hinder the educational process will be required to change.

Outside recess clothing

- Children should be adequately dressed for outside play during the cold months with boots that can be removed or changed when entering the building. Cold weather clothing should include hats, gloves, mittens and snow pants. Teachers will make every effort to ensure that the children wear clothing brought to school outside for each recess.
- Shorts of appropriate lengths may be worn during periods of extremely hot weather in the spring and fall
- Tennis shoes are encouraged to be worn during recess. If your child wears flip flops, high heels, or other footwear that is not conducive to outside play they are discouraged for recess.

Physical education classes

- Students are required to bring a pair of tennis shoes for physical education

CODE OF CONDUCT

Crestwood Elementary is committed to maintaining a favorable learning atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and the classroom teachers. We expect all students to be well-behaved. Teachers, principals, staff, and parents want students to play fairly, share with others, obey the rules, and do all their work. All employees shall enforce these rules and regulations. Pupils will be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority of all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline themselves. Students who refuse to do what they are told or asked to do (rebellion) by school personnel are classified as insubordinate. This sort of behavior is subject to disciplinary action.

RULES FOR GENERAL BEHAVIOR

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas which require the application of very specific rules. The following types of conduct are unacceptable:

1. Defiance of school staff
2. Fighting
3. Gambling
4. Possession or use of any controlled substance and/or tobacco
5. Possession of weapons or other dangerous objects
6. Profanity
7. Refusal to prepare assignments or to participate in class
8. Vandalism
9. Inappropriate use of technology

•No gum or candy in school unless it is a birthday or party treat or given out by a teacher.

Crestwood Elementary is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Each year the classroom teachers teach, model and practice our school expectations with their students. The students are expected to display Caring, Respectful, Responsible, and Trustworthy behavior. Students showing these traits are showing CADET PRIDE.

COMMUNICATIONS TO PARENTS

A monthly calendar of events, lunch menus and newsletters may be sent home with each student. Additional special information bulletins are sent home with students when necessary. School information can be found at http://www.howard-winn.k12.ia.us

Classroom teachers will also share with you how they communicate events during the course of the school year.

CONFERENCES

Parent-Teacher Conferences are held before school starts, then again in the fall and the winter. A schedule is planned so that you and your child's teacher may have a formal meeting about the progress your child is making. The home and the school look at the child from different perspectives. Teachers need to know what parents are thinking and feeling about their child's school life, just as much as parents need to know what teachers are thinking about their children. Students are sometimes involved in conferences and are encouraged to participate when appropriate. Conferences promote a richer understanding of what the school is trying to do for the child. It is of utmost importance that a parent-teacher partnership be established with the sole aim of helping your child get the best education possible. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

COPYING

At no time are students to copy the schoolwork of other students, unless given permission to do so by the classroom teacher. It is not acceptable student behavior to turn in a classmate's schoolwork as if it were his/her own.

COUNSELOR

Our elementary school guidance counselor, Mrs. Tiffany McCabe, and our middle school counselor, Mrs. Marnie Carlson, are available to meet with students, parents, and teachers in their school. The counselor helps in the development of academic, personal, and social growth of the student and meets with students in classrooms, small groups, and on an individual basis.

Our guidance counselor is here to help children:

- •understand themselves and others
- •to prevent problems from developing
- •to identify children with special needs
- •to provide crisis intervention
- •to develop personalized programs for students
- •to provide guidance related information and activities
- •to coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration

During the regularly scheduled classroom guidance times, the counselor provides age appropriate information and activities to all children in the areas of:

- •learning skills
- •self-concept, feelings, coping
- •personal safety
- •friendship/social skills
- •cooperation
- •alcohol and other drug information
- •making choices and understanding the consequences of various choices
- •career awareness

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are formed as needs arise. Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.

CUMULATIVE RECORDS

A cumulative record folder is established for each child. Unless a new student enters from another school, the folder will normally be started in kindergarten. Parents have a right to review their child's cumulative folder in the presence of the principal or the classroom teacher.

DISTRICT MULTICULTURAL/NON-SEXIST POLICY and EQUAL OPPORTUNITY EMPLOYER (EEOE)

Notice of Nondiscrimination

The Howard-Winneshiek Community School District offers career and technical programs in the following areas of study:

- Agriculture, Food and Natural Resources
- Applied Science, Technology, Engineering and Manufacturing
- Arts, Communication and Information Systems
- Business, Finance, Marketing and Management
- Health Services
- Human Services

It is the policy of the Howard-Winneshiek Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs) sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Brenda Lentz, Equity Coordinator, Howard-Winneshiek Community School District, 1000 Schroder Drive, Cresco, Iowa, 52136 phone (563) 547-2300, extension 347, blentz@howard-winn.k12.ia.us

Equal Employment Opportunity, Board Policy 401.2

The Howard-Winneshiek Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directive and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually. The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, gender, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

DUE PROCESS

Every student has the right to due process based on the constitution of the United States when accused of some violation of school rules of conduct or behavior. Due process is afforded to guarantee that the accused student has a chance to present a defense, to explain the circumstances of the alleged improper actions, or attempt to prove innocence.

EMERGENCY DRILLS

Fire drills, tornado drills, and lockdown drills are conducted
several times during the year. For fire drills each class has an escape route to an outside area a safe distance from the building.During tornado drills each classroom goes to a designated area within the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

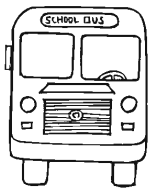
Teachers conduct practice sessions under guidelines developed for their building before building-wide drills are conducted. Planning ahead is important in most of the activities that we do and it is also important for emergency situations. At Crestwood Elementary we have developed an emergency evacuation plan that will be implemented in emergency situations.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location.
5. Bus transportation will be arranged through the district transportation director's office.
6. Parents will be able to pick up students in person.

FIELD TRIPS



Various classroom teachers throughout the school year schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date. Teachers may ask a few parents to accompany the class to act as chaperones. Each student must have a field trip permission form completed and signed by his/her parents before participating in these trips. Students will conduct themselves on these trips in the same manner as in the classroom.

If parents volunteer to chaperone a field trip they must have an approved background check through the superintendent's office 10 days prior to the event. To complete a background check, bring your driver's license or official ID to any school office. We will scan your ID in our system to complete the background check. The background checks are good for three years. Please contact your child's teacher for information.

FOOD SERVICES/MENUS/LUNCH MONEY

Breakfast and hot lunch are served daily. The menu varies each day. Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our food service department determines the daily menus for our school breakfast and lunch programs. We encourage your child to try new things to eat, but no child is ever forced to have a clean tray or eat foods they do not like.

Breakfast/lunch money should be given to your child's teacher to be turned in to the office. Please mark an envelope with your child's name, teacher and the amount so that we may properly credit your account. Our lunch program is computerized. The total amount paid is credited to your individual account. There is no need to send separate checks for each child. Parents may deposit any amount of money in their child's account. If you have an email, you will be informed when your child's balance is zero. If you do not have email, your child will bring a slip home from school when the balance is zero. Notes will be sent home once balance falls below an appropriate amount.

All students eat in the cafeteria whether eating the school's hot lunch or a lunch brought from home. No pop will be consumed during lunch in the lunchrooms. If your child brings a cold lunch, they may purchase milk to drink.

Breakfast is served each morning before school beginning at 7:30. Lunch is served daily with milk. If you are planning on eating lunch with your child at school, please try to call at least one day in advance. You must

have a background check done ahead of time in order to join your student in the cafeteria for any meal. Plan accordingly and call ahead with any questions.

Families whose income qualifies them for free or reduced lunches may complete an application through the Superintendent's Office. This can be applied for at any time of the year. Families whose income qualifies them for free or reduced lunches also qualify for free or reduced breakfast. Free and reduced meal qualifications are not retroactive; therefore, it is important to apply as soon as possible.

HARASSMENT

Harassment of employees and students will not be tolerated in the Howard-Winneshiek School District. Harassment includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status, and sexual harassment. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, and requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. Upon receiving a complaint from a student, the building principal shall direct the student to follow these procedures: (If in the opinion of the building principal the complaint is of such a serious nature, these steps may be eliminated and the principal may proceed directly to an investigation.)

- **Step 1:** Communicate to the harasser that you expect the behavior to stop, either verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.
- **Step 2:** If the behavior is repeated, complete a Harassment Complaint Form with the assistance of the building principal. The investigator shall reasonably and promptly begin the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator shall take such final action as deemed appropriate. Action taken could include a recommendation for discharge or expulsion or disciplinary action within the legal authority of the building administrator. The investigator will outline the findings of the investigation and the action taken and will report those proceedings to the superintendent.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including discharge or expulsion

CONFLICTS

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator. If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

APPEAL

The complainant or the harasser may appeal the decision made by the building administrator to the superintendent. In the case of an appeal of the superintendent's decision, the complainant or the harasser may appeal to the board of education.

EXPULSION
An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student's behalf and dispute the Superintendent's recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

HEALTH INFORMATION FOR PARENTS

Our district is committed to providing families with age-appropriate, research-based resources to support student safety, healthy relationships, digital citizenship, and the prevention of harassment, abuse, and exploitation. Parent resources include information on recognizing and responding to unsafe situations, internet safety strategies, reporting concerns, and available counseling and support services.

Please review the resources on the District Parent Resources webpage:https://www.howard-winn.k12.ia.us/wp-content/uploads/2026/06/Parent-Resources.pdf

HEALTH and ILLNESS INFORMATION

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 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 students, we can help 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 may be sent home if these occur at school:

1. **Fever:** any child with a fever equal to 101º orally. The student should be fever free (without use of fever reducing meds) for 24 hours before returning to school.

2. **Vomiting**: any student who vomits (more than infant "spitting up") for unknown reasons. The student should be free from vomiting and be able to hold down food before returning to school.

3. **Diarrhea:** any student who has liquid, loose, frequent stools which are not related to medication or food reaction. Students may return to school the day after the last bout of diarrhea.

4. **Cold Symptoms:** professional discretion will be used to evaluate any student with nasal discharge or cough. Medical care is recommended for a student complaining of an ongoing sore throat.

5. **Skin Rash:** any student with multiple lesioned rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).

6. **Communicable Illness:** any child with a communicable illness. If a student is home with a communicable disease, approval from the school nurse or a physician note is requested for return to school

Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse, or other school personnel to determine if a child should remain at school. The parent or emergency designated person will be notified that a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students.

BED BUGS

Bed bugs are small insects that live by feeding on human blood, usually at night. The bite is painless and may or may not become swollen and itch, much like a mosquito bite. While bed bugs are a nuisance, they are not known to spread disease. The source of bed bugs often cannot be determined, as bed bugs may be found in many places. Even though it is unlikely for bed bugs to infest a school, HWCSD will conduct an inspection and, if necessary, treat the area where the bed bugs were found. It is critically important for parents to notify the school if bed bugs were found in the home so appropriate precautions can be put in place. CHILDREN ARE NOT REQUIRED TO STAY HOME FROM SCHOOL IF BED BUGS ARE FOUND.

HEAD LICE

Since schools are where children congregate for nine months of the year, this is where the problem is often first recognized. Parents should assume that lice may be present at any time in the school and should screen their children weekly. ALL cases of head lice should be reported to the school nurse. Staff that have a need to know will then be informed. Students may randomly be screened to prevent the spread of head lice. If head lice are found, please notify the friends and families that your children have had contact with in the prior 2 weeks. It is critically important to follow the treatment plan for hair care and housekeeping to prevent recurrence. Children are not required to stay home from school if head lice are found.

SCHOOL REQUIREMENTS FROM THE STATE OF IOWA:

- Lead screening is required for Kindergarten. Screenings need to be completed before 6 years of age. (This should be done at your medical clinic.)
- Vision screening is required for Kindergarten and 3rd grade. Screenings need to be completed no earlier than 1 year prior and no later than 6 months after the 1st day of school of the required grade.
- Dental screening is required for Kindergarten and 9th grade. Screenings need to be completed no earlier than 3 years or 1 year prior to 9th grade and no later than 4 months after the 1st day of school of the required grade.
- Updated vaccinations are required for entry into Preschool, Kindergarten, 7th grade, and 12th grade. Vaccinations or valid proof of exemption needs to be completed prior to the 1st day of school of the required grade.

IMMUNIZATION LAW - CODE OF IOWA

This law requires that all children of school age have certain required immunizations in order to be allowed admittance into school. To be permitted attendance in school, one of four possible certificates must be presented to school officials:

1) Validated Certificate (all immunizations up-to-date)
2) Provisional Certificate Medical
3) Exemption Certificate
4) Religious Exemption Certificate.

MEDICATIONS

ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE

- All daily meds taken during school hours must be turned in to the nurse's office each year. Paperwork has to be completed and signed every new school year.
- **All medications must have parental consent and include the following items:**
    - ***Over the Counter Medicine*** must be in an original container labeled with the student's name, name of medicine, time of administration and dosage, and turned into the office immediately upon arrival at school. A note from the parent or guardian MUST accompany this medication. The note shall request an authorized school personnel to administer the medicine in accordance with the prescription or parent request. If the medication is needed for more than 10 days, a medication administration form will need to be filled out.
    - ***Prescribed medications*** may also be administered to pupils with written instructions from a physician, dentist or other health care provider. It should be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and date of prescription. All medicines should be turned into the office immediately upon arrival at school.
    - ***Emergency medications*** need to be reported to the nurse's office each year. New paperwork has to be filled out each school year if a student is going to carry any prescription meds

(examples: Epi pens, rescue inhalers). This also helps the nurses identify students that need to have emergency medical plans at school.

- In grades K-6, if a student has any as needed over-the-counter meds they need to have available at school, meds must be turned in to the nurse's office in the original packaging.
- Both nurse offices carry Tylenol and Ibuprofen for the occasional convenience of students and their families. If a student needs meds regularly, families will need to supply their own meds. In general, plan to supply your student's meds if they need Tylenol or Ibuprofen more than 5 times in a school year.

MEDICATION TIPS:

- If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.
- We will not dispense improperly or unlabeled medication. It will be returned with your child at the end of the day.
- If medicine is to be given more than one day you may request a second container from your pharmacy. Then the medication can be kept at school until done rather than send the medication back and forth each day.
- Please inform the school nurse of any medication changes.
  Sheila Halweg, R.N., Elementary School Nurse, shalweg@howard-winn.k12.ia.us

PEANUT ALLERGIES

The Cresco K-8 building is PEANUT/TREE NUT AWARE due to serious allergies in multiple students. Please do not bring any products to school containing peanut butter or peanuts. (NOTE: Sunbutter is made with sunflower seeds instead of peanuts and is nut free. This is an acceptable alternative, but please send a note to your child's teacher letting them know you are using this substitute so they don't confuse the two.)

Concussion Policy and Protocol

The Howard Winneshiek Community School District will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.13C regarding brain injury policies.

If a Howard Winneshiek Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in a school activity (recess, in the classroom, during a competition or practice), the student shall be **immediately removed from participation**. If injury occurs during the school day, the student should be sent to the nurse's office, where the school nurse or other designee will assess the student for brain injury symptoms and notify parents/guardians. If it happens during a practice or game, the coach is responsible for notifying parents immediately, and notifying the athletic director and school nurse in a timely manner. A student who has been removed from participation shall not return to such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries. A student must then receive a written clearance to return to participation from a licensed health care provider who is trained in the evaluation and management of concussions and other brain injuries.

A school activity includes any physical education, recess, extracurricular interscholastic activity contest or practice, including sports, dance, or cheerleading.

A licensed health care provider includes: a physician, physician's assistant, advanced registered nurse practitioner, chiropractor, physical therapist, nurse or licensed athletic trainer.

Preseason baseline neurocognitive testing (ImPACT Testing) will be done for **all 7-12 athletes** and may be repeated at the discretion of the athletic director, coaches, school nurse and administrative staff. This can and will be used during the school year to help identify the effects of an injury and the student/ player's readiness to return to school and/or activities.

A Concussion Management Team will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities. (See end of policy)

Brain Injury Protocol during School Hours

1. A student will be sent to the school nurse for assessment after any bump, blow or jolt to the head which occurs during the school day.
2. The school nurse will observe the student for signs and symptoms of a concussion.
3. Classroom teachers will be notified and will consult with the school nurse if any signs or symptoms of concern are identified during class. Student's parent(s) or legal guardian will be notified of the injury and observations by the school nurse, or other designee during the school day, or by a coach if it occurs before or after school during an extracurricular.
4. If signs or symptoms of concussion are not present, students may remain in school but should not participate in any sports or recreational activities on the day of the injury.
5. Students will return to school nurse immediately if symptoms of concussion occur at any time after the injury.

Brain Injury Protocol outside of School Hours

1. The student will be removed from activity immediately.
2. Assess and monitor for signs and symptoms of concussion.
3. Coach or sponsor must notify a parent/ guardian of the head injury right away, before the student leaves practice or the event.
4. Regardless of whether or not a concussion has been diagnosed, **a student athlete should never return to sports or activities on the same day a head injury occurred**.
5. Coach or sponsor will notify the school nurse and athletic director if any student experiences a head injury during a practice or competition.

Return to Learn

Returning to school should be formed by the Concussion Management Team and determined based on each individual student's symptoms. A Return to Learn plan will be developed that may include adjustments such as no school or shortened school days, decreased assignments, and allotted rest periods. If symptoms reoccur after returning to school, brain activity should be decreased (rest time, school day lessened, etc.) Most students will improve within 3 weeks of head injury/ concussion; if not, a 504 plan should be considered. Students should be performing at their academic baseline (symptom-free) before returning to athletics.

If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse and/or other healthcare professional.

Return to Play

1. A student athlete should never return to play (competition or practice) on the same day of a diagnosed or suspected concussion.
2. A licensed healthcare provider (defined above) should evaluate the student on the same day the injury occurs.
3. A post injury ImPACT test should be completed by the student athlete.
4. A student may return to activity once they: are asymptomatic for concussion at rest, asymptomatic for concussion with exertion (physical and mental), and must have written clearance from a licensed healthcare provider. Clearance by a licensed medical professional is required by Iowa Code.
5. Once all criteria above are met, the student should gradually progress back to full activity following the step by step process outlined below, unless otherwise defined by provider:
   Step 1: Complete physical and cognitive rest
   -No exertional activity until asymptomatic
   -Stay home from school or limit school hours as needed
   Step 2: Return to school full time
   Step 3: Low impact, light aerobic exercise
   -This step should not begin until the student is no longer having any concussion related symptoms and has been cleared by the treating licensed healthcare provider.
   -Student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate
   -No weight or resistance training permitted at this time.
   Step 4: Basic exercise, such as running in gym or on field

-No helmet/ equipment

Step 5: Non-contact, sport-specific training drills; includes dribbling, ball handling, batting, fielding, running drills, etc.
-Weight training can begin

Step 6: Following medical clearance, full contact practice or training permitted

Step 7: Normal activity or competition in a contest is permitted

Gradual return to play may progress by more than one step per day. If concussion symptoms increase during activity, need to move back steps until can participate in a step with manageable symptoms

Prior to returning to full practice, a post injury ImPACT test must be completed by the student athlete and must have comparable results to their baseline exam. This will be at the discretion of either the school nurse, or the athletic trainer.

Concussion Management Team

A Concussion Management Team will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion after the injury and once they have returned to learn and to play. A Concussion Management Team will consist of: school nurse, academic and PE teachers, activity director, coaches and medical staff, as appropriate. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities. Administration/Principal may be included in the team or consulted as needed. Return to learn plans must be based on the CDC guidance.

The members of the Concussion Management Team will meet weekly for symptom monitoring, ability to complete classroom adjustments, readiness to decrease classroom adjustments followed by readiness for gradual return to play. If symptoms are observed between meetings, staff must report symptoms to the nurse.

HOMELESS

A student is considered homeless when he/she:

--Lacks a fixed, regular, and adequate nighttime residence or

--Shares housing (due to loss or hardship) or

--Lives in hotels, motels, campgrounds, emergency or transitional shelters, abandoned in hospitals, or awaiting foster care.

If a student is considered homeless, the student has the right to attend classes and participate fully in school activities. The student is also eligible to receive other necessary services. If a student fits this description or has questions regarding this program, please see the guidance or principal's office for more information and assistance.

HOMEWORK

An effort is made to allow time for our students to do most of their work at school. Some students who work more slowly or who find it difficult to accomplish much during study time will find it necessary to bring work home to finish assignments. Teachers, from time to time, may assign homework in the form of practice sheets or project work. Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

MILK PROGRAM (PK-2)

Milk may be purchased on a semester basis for mid-afternoon break.

MONEY AND OTHER VALUABLES

There is no reason for elementary students to bring large sums of money, electronic devices or other valuables to school as theft or loss may occur. If a student is found to have in his/her possession a large sum of money or other valuables, parents will be contacted to come to school to pick up the money or valuables. The school is not responsible for damaged, lost or stolen items.

PETS

Permission must be obtained from the teacher before pets are brought to school. Dogs are not allowed on school property.

PLAYGROUND RULES

Students are to remain on the playground area during outdoor recess. When the grass or rock area is muddy, the field area will be off-limits. Misuse or destruction of playground equipment will not be allowed.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess if a gym space is not available for use.

School staff will supervise the playground **beginning at 7:45 a.m**. An adult is on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

Rules:

1. All students are to go outside unless your teacher gives you permission to stay inside. Students must have written permission from home if they are to stay inside because of illness.
2. All students are to remain within the boundaries of the playground. No student is to leave the playground area without permission from the teacher on duty.
3. Fighting, wrestling, swearing, or rough play on the playground is against the rules and will result in consequences that are appropriate to the incident.
4. Snowballs, sticks, or rocks on school grounds must remain on the ground and not used as throwing items.
5. The fence, backstop, buildings, or trees are not for climbing.
6. Students are required to play within the areas designated by the recess supervisor.
7. Certain games like elimination, dodgeball, battle ball, bumper cars, tackle football or any other contact activities of a similar type will be prohibited for safety reasons.
8. Students will be provided equipment on the playground by the school, personal items are to be kept at home.
9. Items such as knives, cigarette lighters, matches, or toy guns are prohibited on school grounds.
10. Students will use playground equipment as it is intended, we do not play on top of or outside of the tube slides.

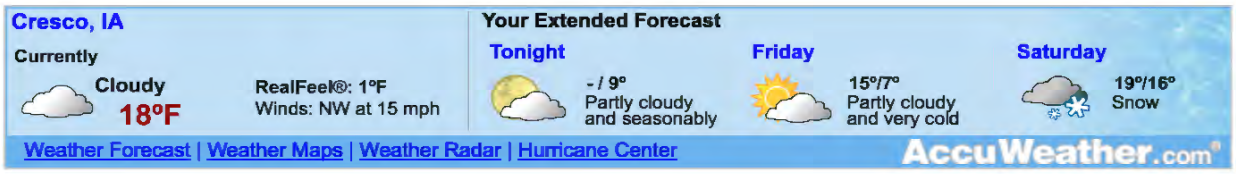
RECESS CLOTHING GUIDE

We will go outside for recess every day that we can. We care about every child's health but also know that outdoor activity is crucial to a healthy lifestyle.

Wind Chill/Temperature Clothing Recommendations

Over 85 degree	Inside Recess, shortened recess or principal's discretion
70-85 degrees	Pants, shorts, skirts/dresses, short sleeves
60-69 degrees	Long sleeves, sweatshirts or light jacket
40-59 degrees	Pants, jacket over long sleeves, layered clothes
0 - 39 degrees	Coat required with hats/hoods & gloves/mittens. If there is snow on the ground boots & snow pants are required in order to go off the hard surface
0 to below zero	Inside recess

Determinations will be made using accuweather.com Real Feel temperature (**windchill is factored in**).



RELEASING OF STUDENTS FROM SCHOOL

Any student leaving the school at any time other than dismissal time must be released through the office and needs written permission from a parent/guardian before leaving the school. If a child is to leave school in a way other than which he/she is accustomed to, he/she must have written permission. Going home with another student or staying in town are examples of children leaving school other than in the accustomed manner.

SCHOOL HOURS: CRESTWOOD ELEMENTARY SCHOOL GRADES K-4

School begins at 8:15 a.m. A student is marked tardy if they arrive after 8:20 a.m.
Dismissal is 3:20 p.m.

SECTION 504

Under Section 504 of the Rehabilitation Act of 1973, Howard-Winn CSD has a duty to find and evaluate students who are suspected of having a disability, which is a physical or mental impairment that substantially limits a major life activity. If a child is suspected of having a disability, he/she may be eligible for a 504 plan. Please contact Tiffany McCabe, Elementary 504 Coordinator, at 563-547-2300.

SPECIAL PROGRAMS

Title 1-Reading Improvement

This is a federally funded program designed to give additional help to those students in the early grades who need to have their basic reading skills reinforced. This program has a rubric for qualifications and works to target students that are in the greatest need of support.

Special Education

This describes the education of students who have intellectual, physical, behavioral or emotional disabilities. Special education involves specially designed instruction tailored to the unique needs of each child. The federal law called the Individuals with Disabilities Education Act (IDEA) ensures services to children with disabilities are adequate to ensure FAPE. A team is assembled to determine eligibility through the examination of a student's classroom and/or evaluation data.

Gifted Program
The district offers a program for qualified gifted students. This program was approved by the state so that students who are selected to participate must meet state-established criteria.

Intervention Services
Early intervention reading and math instruction is a requirement for students that have been identified persistently at-risk in either area through the use of our universal screening tools and classroom data. Interventions take place in a variety of forms and settings to best assist students to learn at proficient levels. If your child is identified as a student with needs in these areas, you will be notified of the services your child will receive and how they progress.

STEALING
Stealing is an unacceptable behavior for an elementary student. Students that take and/or keep the property of others without their knowledge/permission is the definition of stealing. Stealing is a violation of school rules and the law. Students caught stealing will be subject to disciplinary action.

STUDENT RECORD POLICY
Parents of the school district have the right to review their child's student records that the school maintains. Any parent wishing to inspect a record shall request permission from the guardian of records (principal) and an effort will be made to comply as soon as possible.

SUSPENSION/EXPULSION
An "out-of-school suspension" or expulsion may be imposed upon students for behavior that substantially affects the efficient operation of the District. "Out-of-school suspension" means that a student is not allowed to attend school or participate in school activities during the suspension period. Such behavior includes but is not limited to weapons possession, assault, possession of tobacco, alcohol or non-prescription drugs, harassment and bullying. Other behaviors detrimental to the smooth and efficient operation of the District are also included on a case-by-case basis.

An "out-of- school suspension" of up to ten days may be imposed. An "out-of-school suspension" may not be for a period of more than ten days without an opportunity to be heard by the Board of Directors, and, if a special education student is involved in a suspension of more than ten days, multiple suspensions totaling more than ten days, or an expulsion, requires a manifestation determination to decide whether the reason for the suspension is related to the individual student's disability and if so, to adjust the student's individualized educational plan accordingly.

An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student's behalf and dispute the Superintendent's recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

SWEARING/INAPPROPRIATE LANGUAGE
Swearing and/or inappropriate language WILL NOT be tolerated in the school setting at any time. Students are expected to follow standards conducive to a learning situation at all times. If a student uses this type of language he/she will be confronted and be informed that the unacceptable language must cease. If the student continues to use inappropriate language, a conference may be held with the parents.

TELEPHONE CALLS - INCOMING AND OUTGOING
Teachers and students will not be called from class unless emergencies arise. Students must obtain permission from their teacher before using the telephone. Teachers will designate the area for the student to make the phone call. The telephone should be used by students only for letting parents know they are staying after school or whatever their teacher thinks is important. The best time to contact teachers is immediately before and after school in the morning between 7:45-8:15 a.m. or the afternoon from 3:30-4:00 p.m. The Crestwood Elementary phone number is 563-547-2340.

TOBACCO, ALCOHOL, and DRUGS

The use or possession of tobacco, (smoking or chewing) and the use or possession or being under the influence of alcohol, other controlled substances or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by all students on school property or at any school-related function is strictly forbidden. Violation of this rule will result in disciplinary action that may ultimately lead to expulsion. Such violations may also be reported to law enforcement authorities. Students possessing any of the previously mentioned items will have them confiscated, parents will be informed, and appropriate disciplinary action will be taken.

TOYS AT SCHOOL

Children may bring toys only if proper arrangements are made in advance with the classroom teacher. Generally, bringing toys to school is discouraged. There are times, however, when classroom teachers at the primary level may encourage their students to bring toys to share. ***BRINGING TOY WEAPONS OR LOOK-ALIKE WEAPONS WILL RESULT IN A MINIMUM OF ONE (1) DAY OF OUT-OF-SCHOOL SUSPENSION, AND MAY BE SUBJECT TO ADDITIONAL DISCIPLINARY ACTION. TOY GUNS, KNIVES AND OTHER LOOK-ALIKE WEAPONS ARE BANNED FROM SCHOOL.***

VISITS

The Howard-Winneshiek Schools want parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the office to sign in using a Driver's license or other official identification and pass a background check.

If you choose to visit your child during class time, the following procedures apply:

- The teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the office. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to 45 minutes visits per visit.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- This policy does not apply to those who, by law, are permitted to visit with children.
- Younger brothers or sisters are NOT allowed to visit school unless accompanied by their parents. Children who visit alone with one of our students must be similar in age to the student they are visiting and must have teacher permission before doing so.

VOLUNTEERS

Parents are welcome to volunteer at school. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us please talk to your child's teacher about volunteering or call the school office. We welcome your help.

In school volunteers must complete a criminal background check. This can be completed through the district office. **Volunteers must complete the background check every three years.**

WEAPONS - DANGEROUS

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, lighters, fireworks, explosives or other chemical or simulated weapons. Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, which could include but not be limited to suspension or expulsion from school.

We would like to thank you for sharing your child with us. We strive to maintain a student-oriented, staff-directed school serving the unique needs of our students and our community. If you have any questions or concerns please feel free to give us a call and we will do our best to assist you