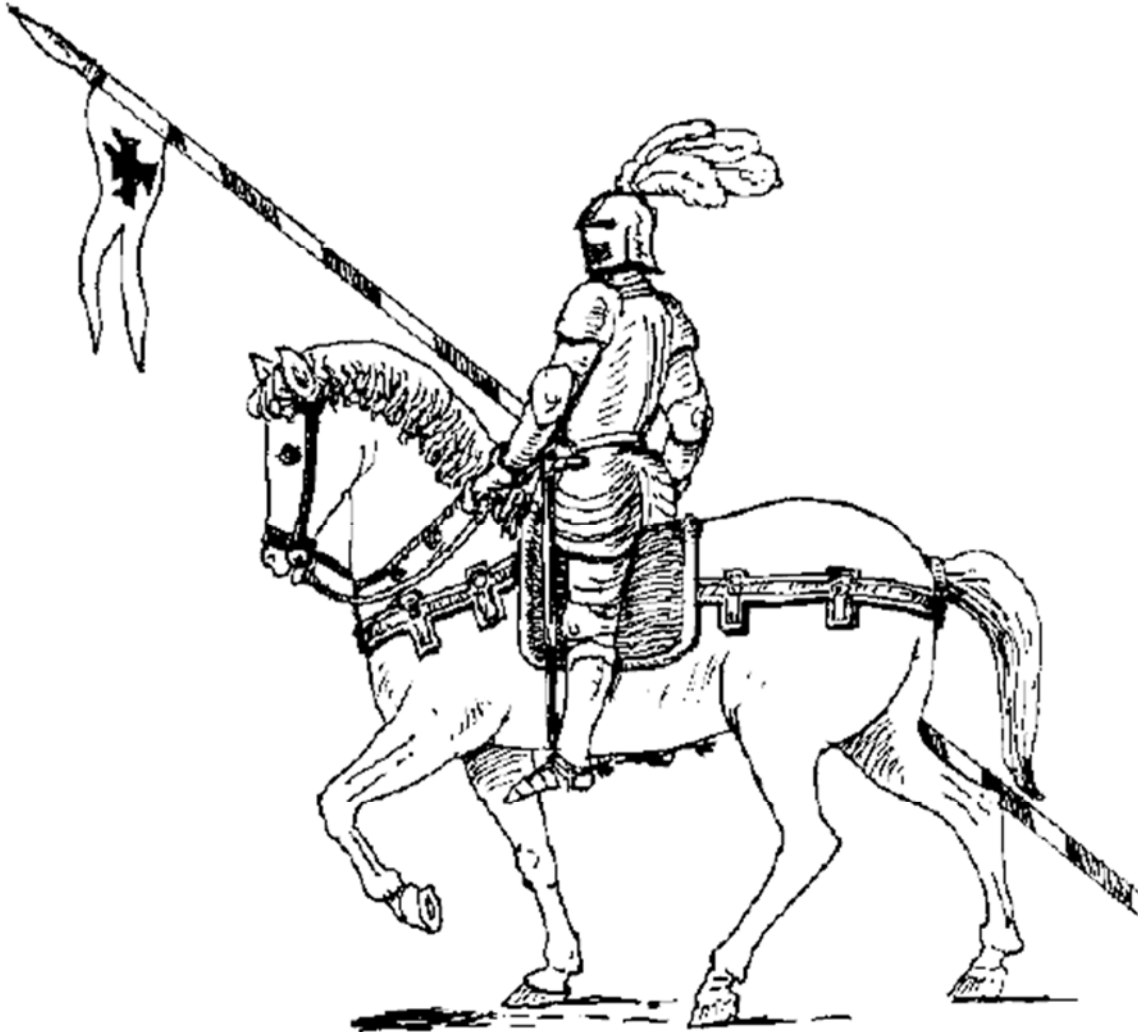


DYSART-GENESEO ELEMENTARY SCHOOL

411 Lincoln Street
Dysart, IA 52224

2018-2019 PARENT-STUDENT HANDBOOK



The information contained in this handbook is to make you aware of the procedures in our school.
If you have questions after reading it, please do not hesitate to call.

Mark Albertsen, Principal
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319-476-7110

Welcome

Dear Parents,

Another school year is here and we are really looking forward to having your young ones with us in school during the next nine months.

With your help, we can make our elementary school a happy place where your child can learn and progress. Without your help, we're lost!

The purpose of this handbook is to help you understand certain policies and regulations that we should all strive to follow concerning your child and his or her elementary school experiences.

If, at any time you need a problem cleared up, please come in and talk to us. We welcome your suggestions and our doors are always open to you.

Sincerely,

The Dysart-Geneseo Elementary School Staff

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GOALS

The staff of the Dysart-Geneseo Elementary School has set the following goals for the 2018-2019 school year.

1. Increase student learning.
2. Build a positive learning environment.
3. Increase communication and collaboration with parents and community.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

School will start at 8:00 for all grades TK-5. Students eating breakfast may enter the building through the front doors of the building no earlier than **7:40 a.m.** Those students not eating breakfast may enter the building at 8:00 a.m. and go directly to their classroom. There is no recess before school so students should not be on the playground.

Breakfast is served from 7:40 - 7:55 a.m. Serving times will be extended only in cases where arrival of the buses is delayed.

Punctuality is extremely important. We expect students to arrive at school before 8:05 A.M. Parents and guardians are asked to call the school when their student(s) will be arriving late. This allows our office to confirm student safety.

Students that arrive after the 8:05 bell will be considered tardy for the morning classes and need to check in at the office to get a late arrival slip to take to their classroom teacher. Students arriving after 9:30 a.m. will be considered absent for 1/2 day.

When school is delayed in the morning for a late start, it usually will be a 2-hour late start. On these mornings, there will be no breakfast served at school. Students are not to arrive at school earlier than **10:00 a.m.** and then they can report directly to their classrooms. The tardy bell will ring at 10:05.

DISMISSAL

A bell will ring at 3:10 P.M., at which time those students who are not riding a bus will be dismissed. This includes students who are walking, riding bikes and being picked up in a car. Parents or others who enter the school at dismissal time to pick up a child are asked to wait in the designated area near the office until 3:10 p.m.

Parents are asked not to park in the bus loading zone from 3:15 to 3:30.

At 3:20 P.M. we will dismiss students who are riding a bus.

Students should be encouraged to come straight home when school is dismissed.

We request that the school be notified if anyone other than the parents or legal guardian pick up a child from school.

BUS INFORMATION

Students riding home on a bus on which they are not scheduled must bring a note stating their destination and granting permission from their parents. This note should be shown to the teacher and the office then given to the bus driver. This procedure is necessary to avoid confusion.

Buses will not make unscheduled stops to let students off once they have started their regular route. Students who normally ride the bus but who are picked up by their parents will be dismissed with the walkers and not the bus students.

MESSAGES, HOMEWORK, DELIVERIES TO STUDENTS

Parents who need to give messages to their children are urged to call the school before noon if possible, so the message can be delivered without interrupting the classroom.

Phone calls for homework must be made by noon. Teachers need to have time to prepare during

their planning time and should not have to take time away from instruction. We will not interrupt a class to make arrangements for homework to be picked up.

Items delivered to students during the school day should be left in the office. Any flowers, balloons, etc. that are not needed for school purposes should not be sent to school. Any items like this will be held in the office until the end of the day. This should lessen some of the interruptions to classes.

Students will not be permitted to use the school phones to call home unless they can present a valid reason for making the call. By helping your child develop a responsible attitude in remembering his or her instrument, shoes, directions of what to do after school, etc., we can avoid many unnecessary calls.

BICYCLE & SCOOTER REGULATIONS

At the present time we do not have any restrictions on how old a child must be before riding a bicycle/scooter to school. We do, however, ask parents to check their child's ability to handle a bike/scooter before they allow the child to ride it to school. All students riding a bicycle/scooter to school should know and obey all traffic rules. Bicycles/scooters should be ridden on the right side of the road, however, students approaching the school from the corner of Connell and State Streets should use the sidewalk as this is a one-way street. All bicycles/scooters must be placed in the bicycle racks that have been provided. Students are not to play around the bike racks.

No bicycle/scooter shall be used to carry more persons at one time than the number for which it is designed and equipped. The school reserves the right to restrict a students' riding privileges if safety violations occur.

Inline skates, roller skates, and shoes with integrated wheels are prohibited at school.

PETS

We all like pets -- in their proper places. However, dogs are a real nuisance at school. A friendly, playful dog may seriously frighten a timid child and will occasionally nip a child in play, requiring a check of the dog for anti-rabies inoculation. Please help us keep them off of the playground.

CELLULAR PHONES, LASER POINTERS, AND ELECTRONIC DEVICES

Cellular phones, electronic games, radios, and other electronic devices can be a source of dispute and distraction at school. These devices should be turned off before students enter the building and should remain turned off until students leave the building. Electronic devices should remain in a student's locker throughout the day. Because our lockers do not lock, parents and students will assume all risk and responsibility associated with having these valuable items stored in an unlocked locker. The use or possession of laser pointers by students in the buildings or on the grounds of Union Community Schools is prohibited.

PAYING FOR BREAKFAST, LUNCH and MILK

Each student will be issued a breakfast/lunch card, which is scanned by a computer. A damaged card will not scan properly. Each student is responsible for making sure the card is not bent, chewed, cut, or damaged. A \$3 replacement charge will be deducted from a student's account each time his/her lunch card is damaged.

When a student pays for meals, the amount will be credited to his/her account. Each time the student makes a breakfast, lunch, or milk purchase, the amount of the purchase is deducted from the student's account. When the remaining balance is at or below \$6.00, a note will be issued as a reminder to bring

more money. Families will be notified of an outstanding negative balance by email, phone call or letter once the negative balance reaches -\$5.00. When the lunch balance reaches -\$10.00, a student may charge no more than one meal to this account. If the account is not taken care of after that, a cold lunch will need to be brought until the negative account is resolved. Any balance at the end of the year will be carried over to next year or refunded to families moving out of the district.

Payment can be made with a check or credit card online using the *Payschools* system, or in person at school using cash or check. To use the *Payschools* online payment system, parents can visit the Union Community School web site at www.union.k12.ia.us. Click on "DG Parent Access" and enter your username and password. To set up a username and password, contact the DG office.

Students bringing lunches to school are not allowed to consume carbonated beverages.

Parents or family members who wish to eat lunch with their child are asked to notify the school by telephone or note to school by 8:30 a.m. so that an accurate count of meals can be sent to the kitchen.

PHYSICAL EDUCATION CLASSES

Physical education classes are a regular part of the school curriculum and all students will be expected to take part in these classes unless a written excuse is filed with the school by their doctor. If you have any questions, contact the principal.

Our physical education curriculum focuses on physical fitness, personal wellness, and skill development. For students to gain maximum benefit from P.E. activities, they must wear appropriate footwear to P.E. class. Parents should ensure that students wear tennis shoes to school on P.E. days.

INAPPROPRIATE STUDENT BEHAVIOR

Acts of behavior which may result in the student being suspended and/or removed to the authorities are as follows:

1. Repeated breaking of school rules.
2. Conduct that disrupts the school.
3. Fighting.
4. Threats (sexual, physical harassment).
5. Open defiance of school personnel.
6. Profanity & obscenity.
7. Stealing.
8. Vandalism.
9. Gambling.
10. Possession, consumption, or sale of a controlled substance including alcohol.
11. Turning in a false fire alarm or bomb threat.
12. Possession or use of tobacco on school grounds or at a school function off school grounds.
13. Presenting a written statement to school authorities signed by a person other than a parent or guardian.
14. Possession or use of a lethal weapon.
15. Insubordination.

PLAYGROUND

Students cannot leave the playground without permission.

Snowball throwing is not allowed on the school grounds. It is also not allowed on the way to and home from school.

Students are not to slide on icy spots or icy sidewalks.

No bombardment is to be played on the school playground.

No tackle football is to be played on the school playground.

Water guns, knives, remote control cars, electronic games, slingshots, roller skates, roller blades, ice skates, skateboards, and baseballs are not allowed on the school grounds.

Students are not to bring wooden or metal bats from home

Fighting, rough playing, or bad language is not allowed.

Caution the children to be careful on the playground equipment.

Students who are excused from going out for recess must bring a written excuse from home stating why they are to be kept in. If the teacher has a question as to the validity of a child staying in for recess, the teacher will refer the child to the school nurse, who may in turn contact the parents.

COLD WEATHER

1. The elementary building will use the website: weather.com to determine if the conditions warrant students to stay in for recess. If the temperature or the temperature with wind-chill (Feels Like temperature) is below zero = inside recess will be held.
2. If the temperature or the temperature with wind-chill (Feels Like temperature) is 0 to 10 degrees = shortened (modified) recess will be held.
3. Inside recess will also be held if there is rain and/or lightning.
4. The initial decision to go out or stay in for recess will be made by the Principal. In the absence of the Principal, the decision will be made by the office.

Students should be equipped with warm clothing, including boots.

MARKING CLOTHING

Children's clothes should be labeled with the child's name. This applies to outdoor wear, boots and mittens.

ILLNESS

Students will be sent home with any of the following: temperature of 100 degrees or above, vomiting, diarrhea, body rash, any other illness or injury that school personnel feel necessitates not being in school.

Parents are asked to call or email the school if your child is absent. Communicable diseases should be reported immediately. This includes head lice, scabies, chicken pox, pink eye, etc. It is wise to check with your doctor before your child returns to school.

GRADING AND REPORTING

Report cards are given out at the end of each twelve-week trimester. Parent-teacher conferences are held twice per year as scheduled by the district.

Report cards in grades K-5 do not use the traditional letter grading system, but more of a standards based approach to what students are expected to know for each grade level. Students receive a 1, 2, or 3 for each of the skills reported on the report card. A "1" indicates the student is showing limited or

no progress towards grade level expectations, A “2” indicates the student is making progress towards grade level expectations. A “3” indicates the student meets grade level expectations independently and consistently. Skills not yet assessed are left blank.

TRANSFER

Parents who will be moving out of the district are urged to notify the school as soon as possible so that the records can be brought up to date and the proper transfer papers prepared for the student to take to the new school.

Refunds on book rent will be made on a prorated basis, depending on the number of weeks of school the student has attended. Refunds will also be made on any balance remaining in the lunch account.

BUILDING SECURITY

All exterior doors will be locked at all times with the exception of the main entrance near the office. The security doors inside the main entrance will be closed and locked throughout the school day. Any parents, visitors, vendors, or others visiting the school during the instructional day will enter through the main entrance and then proceed to the office. Students arriving late to school will also enter through the office. For increased security, entry to the office may be monitored and limited through the use of an access control system. All visitors will sign the visitor log in the office and wear an identification tag.

At the beginning and end of the school day, all students will enter and exit the school building using the main doors near the office. Other entrances are locked at all times. At dismissal time (3:10 for town students and those being picked up), parents and others who have come to pick up a child may wait to meet the child in the vestibule near the main entrance. When the vestibule doors are opened, parents who need to speak with their child’s teacher may enter the building and proceed to the classroom. Others who would like to enter the building should sign in at the office.

SCHOOL VISITATION

The school encourages parents to visit their children’s classrooms. Parents are asked not to visit during the first and the last month of school or the week before holidays. Some arrangement should be made for preschool age children when parents come to visit as their behavior is not predictable and can disrupt the class. You should check in advance to know what the room schedule will be for the time of your visit.

Student visitation of classes will not be permitted. The school has adopted a policy that discourages students from bringing visiting friends and relatives to school with them. This often causes disturbances in the classroom and therefore should be avoided.

VOLUNTEER PROGRAM

Volunteers are used in the classroom to give help to teachers and individual students. Anyone interested in being a volunteer should contact the school office or a teacher. Volunteers may be asked to sign a release so that a background check may be conducted.

TALENTED AND GIFTED (TAG)

Union Community School District will serve the unique learning needs of all students. The purpose of formal identification for the Talented and Gifted program is to serve gifted students whose specific aptitude and/or general intellectual needs require classroom differentiation and enrichment to ensure appropriate learning opportunities. USCD is committed to providing these students with a learning environment flexible enough to allow a diversity of options in order to maximize their potential.

K-2 Enrichment Program: During the 1st trimester, the TAG teacher will use multiple criteria including: STAR Reading, Fall Math Pre-tests, the FAST Reading assessment, and teacher recommendations.

Grades 3-12: Students will be identified using Iowa Assessments individual subject area and/or composite National Percentage Rankings, STAR Math/Star Reading scores, teacher recommendations, and the good judgement of the TAG teacher, based on other criteria and circumstances. Students will be re-evaluated annually for continuation of services.

STUDENT COUNCIL

The Student Council provides for student activities, and serves as a training experience for student leaders. Representatives from each room are elected every 9 weeks. Projects for school spirit and fund raising include: talent shows, ice cream socials, school carnivals, clean up days, soup label contests, track meet events, assemblies, etc.

TUITION-FREE PRESCHOOL PROGRAM

Students that are four years old on or before September 15 are eligible for tuition-free preschool in cooperation with Dysart's Raggedy Ann & Andy Preschool, sponsored by the Dysart Women's Club. The preschool program meets or exceeds all of the Iowa Quality Preschool Program Standards. While a small materials fee will be charged by the preschool at registration time, the program is tuition-free. The preschool provides a state-certified teacher trained in early childhood education. Preschool classes are held three days per week and meet all the state of Iowa's standard of 10 hours of instruction weekly. Special Education services are available for preschool students who qualify.

The preschool also offers classes for 3-year-old students. Tuition assistance may be available for 3-year-old preschool. Parents desiring financial assistance for three-year-old preschool should contact the preschool teacher for more information. Complete information and registration procedures are available by contacting Raggedy Ann & Andy Preschool at (319) 476-KIDS. The preschool's website address is <http://raapreschool.weebly.com/>.

GUIDANCE PROGRAM

A guidance program is provided for all students during the school year. The counselor is at DG Elementary on various days and is always available before or after school for parents and care givers. Please call and set up a time.

MONEY

We request that students do not bring large amounts of money to school.

Whenever money is sent to school, please put it in an envelope with the child's name, teacher's name, amount of money, and for what purpose it is intended.

REGISTRATION

Two days are set aside before school starts each fall for the registration of all students and for paying of fees. All parents are urged to come to register their children on one of these two days.

A separate preschool registration will be scheduled by the preschool program each spring.

PARTIES & TREATS

At Christmas, each grade level will decide what to do about a gift exchange. Some may have a food or clothing donation for the needy, a class project, or some may have a small gift exchange.

Please check with the teacher a day in advance before sending treats.

INVITATIONS TO BIRTHDAY OR SPECIAL PARTIES should not be handed out at school unless the entire class is being invited. This helps avoid hurt feelings and classroom problems.

SUGGESTIONS FOR PARENTS

MATH

1. Let your child help you --
 - Double check your shopping list
 - Help measure for a do-it-yourself project
 - Figure cooking recipes
 - Keep track of oil, gas, mileage on trips
 - Plan the route on a road map
 - Check the temperature
 - Read the barometer
2. Give him/her games and playthings involving numbers:
 - Puzzle books and Dominoes
 - Quick mental drills with number facts
 - Card games involving numbers
 - Brain teasers and "crossword" puzzles with numbers
 - Monopoly
 - Word puzzles involving number concepts
3. Don't pass your dislike for mathematics on to your child -- you will solve nothing by telling him/her you hated fractions, too.
4. Help him/her to see ways mathematics is used in the modern world -- making tall buildings stand up; rockets, jets, and space flights; building roads and bridges.
5. Help him/her to understand big numbers -- How big is a million? How long would it take to count to a billion? How big would a pile of a million dimes be?
6. Help him/her solve simple problems.
7. Make change for you from his/her bank.
8. Have him/her keep a record of money in his piggy bank.

READING

1. Make your house a house of books. If you are a TV bug rather than a reader, your child is apt to be one also.
2. Start with books that center around your child's interest.
3. You didn't get upset because the neighbor's child got a tooth before yours. Remember reading skills are not developed at the same time either.
4. Introduce your child to the library. If the library is to be of lasting value to him/her, you must use it too.
5. Give books as gifts for birthdays, holidays, etc. (Ask librarians or teachers for ideas).
6. Give your child a place for his books.
7. Don't send the child on an errand as soon as he sits down with a book.
8. Encourage your child to tell you about what he has read.
9. Read to him/her. Have a family reading period.
10. Find time to discuss stories with him/her.
11. Subscribe to a children's magazine.
12. Supply words your child does not know when he reads to you.
13. If you feel you must drill your child on words, use a flashcard technique.

HANDWRITING

1. Set a good example. Be sure notes you write are legible.
2. Give your child many opportunities to write -- shopping lists, notes to relatives, invitations, greeting cards.
3. Comment on written papers -- discuss, do not criticize.
4. Encourage the child to take time to proofread any finished writing.

SOCIAL STUDIES

1. Have good reference materials in the house -- atlas, globe, encyclopedia, almanac.
2. Make "let's look it up" an important phrase in your household.
3. Have at least one good newspaper and news magazine. Tune your TV and radio to some good news programs.
4. Make news of the day part of dinner-table conversation. Avoid the more violent topics. Let your child know you feel keeping up on current affairs is important. Give him/her a chance to talk too.
5. Let him/her have a large map on a wall of his room. Maps also make excellent picture puzzles.
6. Explore your local area with your child -- museums, mountains, industries, newspapers, radio stations, etc.
7. Encourage a hobby that will help him/her build social studies concepts, for example, stamp collections, flags, travel posters, dolls in native costumes, foreign pictures.
8. Help him/her to judge people individually. Avoid prejudices. Try to control your own unthinking remarks in front of the child.
9. Take the child with you on trips whenever possible. Visit important places encourage and give him/her a notebook to jot down impressions and discoveries.

SCIENCE

1. Develop a scientific interest.
2. Let him/her be a collector -- a little dirt is a small price to pay for intellectual curiosity. Provide a place for the collection.
3. Help him/her watch weather patterns, storms, fronts, etc.
4. Talk about erosion, ecology, lettering, etc.
5. Watch plant growth, changing of seasons, birds in your area.
6. Identify trees, flowers, shrubs, garden plants.

ORAL COMMUNICATION

1. Let kids talk, they have much to say and should be heard.
2. If children hear proper language they will use it.
3. Teach the courtesies of speech, interrupting, disagreeing, doubting, etc.
4. Have children give directions to others on how to go from here to there.
5. Make them aware of telephone courtesy.

HOMEWORK

1. Provide your child with a well-lighted place to study.
2. Help him/her to set a regular homework time each day and stick to it, free from any other responsibility or distraction. But provide playtime after school and before homework time.
3. Make sure he/she brings home assignments clearly written down.
4. Remember that homework is assigned to the child not to you.
5. Check with the teacher when assignments or school policies are not clear.

6. Encourage your child to do his best so far as neatness and arrangement are concerned.

For District-wide Policies and Procedures please refer to the

General Section Handbook.

The items in the General Section apply to students in each of the district's four buildings and are taken from Board Policy.