

Dysart-Geneseo Elementary

Handbook

2023-24



Equity Statement

The Union Community School District does not discriminate on the basis of 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 in its education programs, services, employment practices, or extracurricular activities. Students, parents of students, applicants for employment and employees of the Union Community School District shall have the right to file a formal complaint alleging non-compliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Wayne Slack, Equity Coordinator, Union Middle School, 505 West Street, Dysart, Iowa 53334, Telephone 319-476-5100.

Union Community School District Vision Statement

Education to meet tomorrow's challenges.

Union Community School District Mission Statement

To ensure our students develop their abilities, realize their opportunities and become prepared for a changing world.

THINGS YOU SHOULD KNOW ABOUT ELEMENTARY SCHOOL

School Colors: Red, Black & Silver
School Song: Illinois Loyalty
Website: www.union.k12.ia.us

School Emblem/Mascot: Knight
Phone Number: 319-476-7110

PEOPLE YOU SHOULD KNOW AT DYSART-GENESEO ELEMENTARY

Administration

Derek Weber, Principal

Office Staff

Brenda Gardner, Office Secretary

Curriculum Director

Corindy Stoakes

Teacher Leadership

Leah Tanney
Korina Carlson, Technology

Counselor

Sydney Sandford

School Nurse

Christy Wurzer

4YO Preschool

Hattie Rector
Rose Brunssen, Associate

Kindergarten

Allie Neitzke
Haley Weepie

1st Grade

Kris Cayton
Lynne Ternus

2nd Grade

Sherry Parker

3rd Grade

Michelle Keegan
Megan McDonell

4th Grade

Julie Carty
Kaylee Kruse

5th Grade

Annie Happel
Karla Sorensen

Title One Reading

Lisa Asmussen

Art

Jaime Wilson

Health & Physical Education

Terri Donlea

Vocal Music

Jennifer Bistline

Instrumental Music

Laurie Routt

Media Center/Library

Peg Hennings

Special Education

Emily Kline
Sara Steuk
Madeline Montag

Special Education Associates

Taryn Davis, Associate
Becky Dvorak, Associate
Brandi Harmsen, Associate
Kelli Knoop, Associate
Wendy Laughridge, Associate
Jackie Obrosk, Associate

Early Childhood Special Education

Kami Otten - Early Childhood
Kate Heckroth, Associate

TAG (Talented & Gifted)

Heidi Spore

Custodians

Greg Obrosk, Head Custodian
Greg Frost, Afternoon

Nutrition Staff

Holly Frisbie, Head Cook
Dee Calkins

TABLE OF CONTENTS

| |
|--|
| ARRIVAL P.4 |
| DISMISSAL P. 4 |
| TRAFFIC PATTERNS P 4 |
| DROPPING OFF OR PICKING UP STUDENTS AT SCHOOL P. 4 |
| MESSAGES, HOMEWORK, DELIVERIES TO STUDENTS P.4 |
| STUDENT ATTENDANCE POLICY P. 5 |
| BUS INFORMATION P. 5 |
| BICYCLE REGULATIONS P.5 |
| PERSONAL POSSESSIONS P. 5 |
| PAYING FOR BREAKFAST, LUNCH, AND MILK P. 6 |
| PHYSICAL EDUCATION CLASSES P. 6 |
| COLD WEATHER CLOTHING P. 6 |
| MARKING CLOTHING P. 6 |
| WINTER PLAYGROUND PROCEDURES P. 6 |
| INSIDE OR OUTSIDE RECESS P. 6 |
| PLAYGROUND EXPECTATIONS P. 6 |
| ILLNESS P. 7 |
| GRADING AND REPORTING P. 7 |
| TRANSFER P. 7 |
| BUILDING SECURITY P. 7 |
| SCHOOL VISITATION P. 7 |
| TALENTED AND GIFTED (TAG) P. 8 |
| STUDENT COUNCIL P. 8 |
| COUNSELING PROGRAM P. 8 |
| MONEY P. 8 |
| BOOK ORDERS P. 8 |
| DRESS CODE P. 8 |
| PARTIES P. 8 |
| BULLYING P. 8 |
| UNION COMMUNITY SCHOOLS LEVEL I AND II INVESTIGATORS P. 9 |
| TUITION-FREE PRESCHOOL PROGRAM P. 9 |

ARRIVAL

School will start at 8:05 a.m. for all grades K-5. Students may enter the building through the front doors of the building no earlier than **7:30 a.m.** There is no recess before school so students should not be on the playground. If your student doesn't eat breakfast and doesn't need to be at school earlier than 8:00 a.m., we encourage you to keep them until then.

Breakfast is served from 7:30 - 8:00 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 8:05 a.m. will be considered tardy for the morning classes and need to check in at the office. 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. School will start at 10:05 a.m.

DISMISSAL

School is dismissed 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. Students should be encouraged to come straight home when school is dismissed and are not to be on the playground.

3:20 p.m. for dismissal of all students who are riding a bus.

At Dysart-Geneseo Elementary, the 2:15 early dismissal time translates to 2:25 for walkers/car riders and 2:35 for bus students. Please make sure your child knows of any changes to their normal pick up routines due to the early out.

Parents/Guardians needing to pick up their children ANY TIME before the stated dismissal times are asked to report to the office. At this time our office staff will page the classroom notifying the teacher and student of the requested early dismissal. Having guardians/parents entering the classroom unannounced at the end of the day can cause unnecessary disruptions. By having our guests make the office their first stop we hope to continue providing a consistent and calm end to our students' school day.

****Parents/Guardians are asked to remain in the entryway foyer if you arrive prior to student dismissal. Do not gather in the hallways or by the classrooms.**

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 front office doors until 3:10 p.m.

TRAFFIC PATTERNS

Students should use the sidewalks provided and not walk in the road or on lawns and gardens.

Parents are asked to follow the one way street in front of DG when dropping off or picking up students. Do not try to go against traffic from the north parking lot.

DROPPING OFF OR PICKING UP STUDENTS AT SCHOOL

All students should enter the building through the front doors. This includes students being dropped off by parents and also those riding the bus. Students should not be dropped off before 7:30 a.m.

When picking up students, parents are asked to park next to the curb adjoining the school ground.

Parents are asked to not park in the bus-loading zone (yellow painted curb) near the front sidewalk of the building from 7:30 to 7:55 a.m. and also 3:15 to 3:30 p.m.

Parents dropping off students for Preschool - please do not park in the north parking lot as we have staff arriving that park in the lot.

For the safety of our students, please do not bring dogs on school property unless prior approval is granted.

MESSAGES, HOMEWORK, DELIVERIES TO STUDENTS

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

Please make every attempt to call for school work before ASAP. This allows our teachers to gather and organize assignments before the end of the school day.

School materials and supplies delivered to students during the school day should be left in the office. Any flowers, balloons, or other deliveries that are not needed for school purposes should not be delivered during the school day.

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.

STUDENT ATTENDANCE POLICY

The Union Community School District Attendance Policy is **based on the fact that something important happens in class every day** and that the activity or interaction between teacher and student can never be exactly duplicated.

In order for the Union staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of parents, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance. The attendance policy has been developed to encourage good attendance.

Parents are requested to call the school when their student will be absent. If no call is received, the school will attempt to call the parent. If no contact is made, the student must bring written documentation explaining the absence on the next day of attendance.

Students six years of age through the completion of the year they turn 16 are **required** to attend school on a **regular basis** or have competent private instruction as described under section 299.4 of the Code of Iowa. Iowa law **requires** that a student be in **regular attendance** at their registered district. By law it is the responsibility of the parent to insure that their children are in school.

The State of Iowa establishes the number of days in an academic school year. The Union School Board believes attendance is crucial to academic success. It has limited the number of days that a student can have an unexcused absence to the equivalent of **7 days during a semester (half year)**.

Absence due to school related and school supervised activities do NOT count toward their total. Absences due to court proceedings or suspensions do not count toward their total. Serious or prolonged illness, extended hospitalizations, or other extenuating circumstances need to be presented to the office and will be at the discretion of the building principal. Union Community School District Administration officials will determine if an absence is unexcused or excused. All absences, except those stated, will be counted toward the student's allotted 12 days of absences.

Step 1: 9 absences. A letter of concern may be sent from the principal or school office personnel. A parent conference may be required. Further illnesses may require a doctor's excuse.

Step 2: 12 absences. A letter of concern may be sent from the principal. A letter may be sent to the County Attorney for mediation/disposition purposes at the parent's expense.

Administrators, counselors, and/or secretaries of the Union Community School District will serve as truancy officers for their assigned buildings. **Local law enforcement** may be used to visit homes of students considered truant.

We do realize that most absences are justified; however, our concern is how to help students from getting so far behind that things look hopeless, thus making it harder for them to return. It is the student's responsibility to get assignments and make up for missed work.

Whenever students know beforehand that they are going to be absent from school, they should secure advance arrangements with each teacher as far ahead of the absence as possible. A phone call or written statement/email from parents is required in the office on any known days a student is going to be absent .

BUS INFORMATION

Students riding home on a bus on which they are not scheduled **must provide communication 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 ensure the safety of your child.

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 at 3:10.

BICYCLE REGULATIONS

Before sending a child to school on a bicycle, parents are urged to make sure the child has the necessary skills to handle it safely. All students riding a bicycle to school should know and obey all traffic rules. Bicycles should not be ridden on the sidewalks. All bicycles must be placed in the bicycle racks that have been provided. Students are not to play around the bike racks. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped. The bicycle should be equipped with a holder for books or other articles that are transported between home and school. The school reserves the right to restrict student riding privileges when safety violations occur. Inline skates, roller skates and shoes with integrated wheels are prohibited at school.

PERSONAL POSSESSIONS

Possessions that negatively impact classroom climate or instruction will be confiscated by our teachers and will need to be picked up by students' parents/guardians. Along with this, the school cannot be responsible for any personal items that are lost or damaged at school. Students who bring anything on the bus to play with or listen to are at their own

risk of having those items lost, stolen, or damaged. Those items need to stay in the student's backpack once they are in the school building. The school is not responsible for items students listen to or play with on the bus.

Cell phones are allowed on school grounds, as long as students keep them turned off in their backpacks during the school day (8:00-3:10). They shall stay turned off in the student's backpack until the end of the day, in which students may turn them on after exiting the school building. Students will assume the risk and responsibility of having these stored in their backpacks.

PAYING FOR BREAKFAST, LUNCH, AND MILK

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 or by the school nurse.

Students are expected to have appropriate shoes for P.E. class and are encouraged to wear tennis shoes on P.E days. Students may keep an extra pair of tennis shoes at school.

COLD WEATHER CLOTHING

Recesses will be held outside whenever possible. Appropriate dress for the weather conditions is a family responsibility. The school staff will restrict student access on the playground when their safety is in question. Therefore, students are strongly encouraged to wear proper winter clothing (including boots, hats, snow pants and gloves) when the weather is cold and/or snowy. The following guidelines are considered when determining outside recess.

MARKING CLOTHING

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

WINTER PLAYGROUND PROCEDURES

PAVEMENT AREAS:

1. Snow will be removed as soon as possible from the paved areas.
2. Boots will be required on the pavement on days of heavy snowfall or when it is covered with snow and/or ice.
3. Snow pants may be required on paved areas depending on grade level.

OFF PAVEMENT AREAS:

1. If there is snow, snow pants and boots are required.

How to Dress Chart Used by Grade Levels:

0-40 Degrees: Coats, Hats, & Gloves Required – Boots and Snow Pants Are Required to Play on the Snow (Below Zero = Inside Recess); (Zero to +10 Degrees – Modified Recess).

41-49 Degrees: Coats Required (Hats & Gloves Optional).

50-54 Degrees: Two layers Required (A shirt AND Jacket or Sweatshirt).

55-59 Degrees: Long Sleeves Required to Go Without a Coat.

60-Up: No Coat Required

GENERAL GUIDELINES:

1. No throwing of snowballs or ice is allowed.
2. No sliding on the ice when covering pavement.
3. Students may be referred to the office if they throw snow or ice.

INSIDE OR OUTSIDE RECESS

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.

PLAYGROUND EXPECTATIONS

1. Only safe play is allowed on the playground.
2. When recess is over students will stop what they are doing and line up quickly.
3. Students will show pride in their school by returning equipment to its proper place and by keeping the building and grounds free of litter.
4. Students will settle differences peacefully.
5. Students will show respect for others by taking turns, sharing equipment, including all students in group activities and using appropriate language.
6. Students will stay away from ice, slush, puddles and mud.
7. Students will play only on assigned playground areas.
8. Students will not chew gum or eat candy on the playground.
9. Students will leave personal possessions at home unless prior exceptions are made with school personnel. Footballs and basketballs may be brought to school to use for recess with approval from your child's grade level teacher. Please put your child's

name on their items. If possible, these need to be kept in their backpacks while they are not in use at recess. The school is not responsible for lost, stolen, or damaged items.

10. Students will dress appropriately for the playground.
11. Students will not kick or throw balls against the building.

Students who are to be excused from going out for recess must bring a written/email 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.

ILLNESS

Students will be sent home with any of the following conditions: temperature of **100 degrees** or above, vomiting, diarrhea, body rash, or any other illness or injury that school personnel feel necessitates not being in school. **Students must be fever free and have no vomiting for 24 hours before returning to school.**

Parents are asked to call the school by 8:05 a.m. if your child is absent. If we have not received a phone call, the school office may call parents to confirm a child's absence. This will be done to assure students' safety. Should an explanation for a student's absence not be received within three days of the absence, the absence will be recorded as unexcused. Truancy will not be tolerated.

GRADING AND REPORTING

Report cards will be released at the end of the 2nd and 4th quarters and when conferences will be held at the end of the 1st and 3rd quarters. 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 asked to notify the school as soon as possible so that the records can be brought up to date and the proper transfer papers prepared.

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 (door #1) 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 unless instructed otherwise. Other entrances are locked at all times. At dismissal time (3:10 p.m. 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.

Cameras record activity in the buildings' hallways, common areas, entrances, parking lots, playgrounds, on buses and possibly other school-owned areas not listed here. Students, staff and visitors have agreed to be recorded in these areas. In addition, students, staff and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential, subject to board policy and other administrative regulations regarding confidential records and will be retained with other student or staff records. Only those with a legitimate purpose will have access to the recordings. Those individuals can be, but not limited to, administration, at-risk coordinator, law enforcement, teachers and tech personnel (including employees of Encompass).

Videotapes will only be retained if necessary for use in a student or staff disciplinary proceeding or other matter as determined necessary by the administration. Parents/Guardians may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child. If a parent or guardian desires to video a videotape/video recording, it must be done either at a school building or at the administrative office in the presence of school personnel.

SCHOOL VISITATION

Visitor Log - The office staff are always happy to greet special visitors. When visiting the school, parents are asked to stop in the office and sign in first. This will allow the staff to direct parents to the proper location and provide additional information such as schedule changes. The Visitor Log is an important part of the school's plan to keep our students safe, as all individuals entering the building are required to stop in the office first.

VIP Passes - We want our students to clearly identify visitors in our building. Upon signing the visitor log, all guests are asked to wear a VIP Pass at all times while in the building. This helps to reassure our students they are safe. Guests are asked to return the pass to the office before leaving the building.

Visitation of classes will not be permitted without the consent of the classroom teacher and principal. 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.

TALENTED AND GIFTED (TAG)

Union Community School District will serve the unique learning needs of all students. The purpose of formal identification for Enrichment and 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.

UCSD 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-5 Enrichment Program: The TAG teacher will use multiple criteria including: STAR Reading, Fall Math Pre-tests, the FAST Reading assessment, teacher recommendations, and ISASP Assessments (when available). Grouping is flexible and changeable, depending on the curricular areas being studied and student needs.

Grades 6-12 TAG Program: Students will be identified for the Talented and Gifted (TAG) program using ISASP 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.

STUDENT COUNCIL

The Student Council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of school, develops high ideals of personal conduct, and helps solve problems that may arise. The DG Elementary proceeds are used for building and classroom instructional supplies that enrich the overall education of the students as voted on by the student council from year to year. Members are elected for one quarter terms at the start of each quarter. One member is selected from

each K-3 classroom. Two members are selected for grades 4 & 5. Two teachers are assigned as student council advisors.

COUNSELING PROGRAM

A school counselor will be working with all students during the school year. The program consists of classroom, small group and individual guidance.

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 what purpose it is intended for.

BOOK ORDERS

Classroom teachers may make book orders available to families to purchase books. When ordering books, checks should be made payable to the book company.

DRESS CODE

No bare bellies, bare backs or visible underwear. No hats or hoods are allowed in the classrooms.

PARTIES

Classroom parties are held at various times throughout the year. These usually take place on/around holidays.

In December, each classroom 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. Parents will be notified well in advance of the party what is happening in each class.

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

BULLYING

Bullying and threatening language are not allowed and **will not be** tolerated. Bullying includes physical or verbal actions. Threats include verbal or written comments directed toward teachers, staff, students, or the school facility.

Consequences will be suspension, out-of-school or in-school, depending on the nature of the threat.

Students have the responsibility to report threats or bullying to a staff member. We need to know if inappropriate behavior is occurring.

Students who feel they have been bullied should follow these steps:

1. Communicate to the bully that this behavior should stop.

2. If the bullying does not stop or if the student does not feel comfortable confronting the bully, the student should tell a teacher, counselor, staff member, or principal.
3. Witnesses should immediately report this activity.

Bullying and threatening behaviors are violations of school district policies and may also be a violation of criminal laws. The school district has the authority to report students violating this rule to law enforcement officials.

**UNION COMMUNITY SCHOOLS
LEVEL I AND II INVESTIGATORS**

If you suspect that your child has been physically or sexually abused by a school employee, please contact any one of the following to initiate an investigation:

Level I Investigator

Building Principals

Union High School 319-342-2697

Union Middle School 319-476-5100

Dysart-Geneseo Elementary 319-476-7110

La Porte City Elementary 319-342-3033

Level I Alternate Investigator

Christy Wurzer: 319-476-7110 - Elementary Office, Dysart
319-476-5100 - Middle School Office, Dysart

Alyssa Linderer: 319-342-3033- Elementary Office, La Porte City
319-342-2697 – High School Office, La Porte City

Level II Investigator

As assigned by school district's legal counsel

TUITION-FREE PRESCHOOL PROGRAM

Students that are four years old on or before September 15 are eligible for tuition-free preschool. 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 four (4) days per week (Tue-Fri) 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.