

Welcome to Durant Elementary School

Welcome Families

The entire staff of Durant Elementary School welcomes you to a new school year. We take your child's education and well being very seriously and extend to each of you our willingness to work closely and cooperatively in every way possible. We are here to help your child be as successful as possible and we cannot do this alone. Working together is the only way we can all be successful!

Mission Statement of the Durant Community Schools

It is the mission of the Durant Community School District to enable students to understand the world around them and grow the talents within them so they can become fulfilled individuals and active, compassionate citizens.

Mission Statement of the Durant Elementary School

The mission of the Durant Elementary School District is to provide a safe and collaborative environment in which ALL students and staff achieve their highest academic, emotional, and social potential.

Vision Statement of the Durant Elementary School

The vision of the Durant Elementary School is to cultivate a model school with a welcoming environment by utilizing systems of learning and providing opportunities for success.

Durant Schools Elementary Values and Commitments

In order to achieve our mission and vision we commit as educators to: contribute positively, have equity of voice, be accountable, be solution focused, have a willingness to learn, strive to evolve to meet students' needs.

Services

The hours for the following services are 7:45 AM to 3:45 PM when school is in session although other arrangements can be made. Please call 785-4433 and the appropriate extension.

Counselor:	Ms. Kristin Milotte
Nurse:	Mrs. Mary Dorris ext. 1207
Office Personnel:	Mrs. Holly Nietfeldt ext. 1208
Student Services Coordinator:	Mr. Brent Schmidt & Mrs. Abby Straube
Transportation Director:	Mr. Richard Creamer ext. 1280
Principal:	Mrs. Rebecca Stineman ext. 1205

Board of Education

*Many people are at work to provide the best education possible for our children. The community believes this is necessary if students are to become useful citizens. Durant Community Schools are governed by a Board of Directors who are elected to serve the whole district. Presently, a five member board serves the District. The present members are:

Mrs. Katy Oberlander

Mrs. Marie Richman

Ms. Julie Rivera

Mrs. Tara Lindsay

Mrs. Carla Whitlock

*The Board of Education makes decisions that affect our school. They generally meet on the second Monday of each month. Parents are welcome to attend these meetings. If they wish to speak, they need to contact the superintendent's office by noon the Friday before the meeting to be put on the agenda.

Superintendent of Schools -- Mr. Joe Burnett 785-4432

Elementary/Middle School Principal -- Mrs. Rebecca Stineman 785-4433

Address: 408 7th Street, Durant, Iowa 52747 Fax: 785-6558

Home-School Communication

This *Student/Parent/Teacher Handbook* is meant for you to read and discuss with your child. All of the information contained in this book is essential for your child(ren) to be successful at Durant Elementary School. It provides you with a copy of our expectations, rules and information on policies and procedures so we can work cooperatively with your teacher regarding your child's education. The district website address is www.durant.k12.ia.us.

General Information

School Day Schedule

- Elementary school doors open at 7:50. (Please arrive at that time or later so that your child/children can be supervised by our staff)
- Drop off your student at the correct entrance door. 6th and 5th will enter through the central office doors (far east doors), 2nd and 5th will enter through the middle elementary doors, and K, 1st and 3rd will enter through the elementary doors by the cafeteria. We ask that you drop your student off at the proper door and allow them to enter independently. We want to foster their independence.
- School day officially starts at 8:10 on M, T, Th, F.
- School day begins at 9:10 on Wednesdays.
- Students are tardy after 8:10. If your child arrives after this time please drop your student off at the high school common's doors (far west side of the building). They can then check in with Mrs. Nietfeldt so they can begin their day.
- School day ends at 3:15. We ask that students leave promptly when school is dismissed unless they are requested to stay with a teacher.

School Supplies

- Teachers develop the suggested list of supplies.
- Copies of the list are at registration and on the district website.
- Supplies may need to be replenished periodically.

Bicycles - Skateboards - Scooters

- Students who ride bicycles to school are expected to put them in bicycle racks.
- Locks are encouraged for bicycles.
- These should all be ridden outside of the school building only.

Breakfast - Lunch Program

- School offers both breakfast and lunch.
- Students are assigned a four digit code.
- Lunch money needs to be deposited prior to lunch - this money would be for any additional food items that your child wishes to eat.
- When students' lunch accounts are low, you will be notified via JMC.
- Parents can apply for free and /or reduced lunch - please contact the cafeteria or the school website for information.

Electronics and Toys

- Leave valuables at home.
- Toys, trinkets, fidgets, etc. should not be brought to school.
- Phones and other devices that are brought to school are the responsibility of the child who brings it. The school is not responsible for any damage incurred while the device is at school.
- Any device brought to school that is or becomes a distraction can be held by the teacher. The decision on what is a distraction is decided at the discretion of the teacher.

Appearance/Dress

- Hats, caps, hoods, and bandanas are not to be worn in the building. Exceptions would be at the beginning of the day on the way to student lockers or coming in from recess, special occasions with school approval (dress up days), or as a reward.
- Students are not to wear shoes with cleats inside the building.
- Students dressed inappropriately will be required to change their clothing.

Emergency Information

- In case of an emergency each student is required to have the following information on file in JMC, the Elem/MS office, and the nurse's office.
- If any of your contact information changes, please update in JMC and notify the Elem/MS office as soon as possible. It is very important to us, and the well being of your child to have updated information in the case of an emergency.

Inclement Weather

- When school is canceled due to weather, all school buildings will be closed.
- Cancellations will be announced on KWQC Channel 6 and KCRG Channel 7.
- Cancellations are posted on our website and social media accounts.
- You can also sign up for our alert system - you can do this by visiting our website to sign up or speak with our technology director for directions.

Lockers

- All students are assigned a locker.
- Students are to keep their locker clean.
- Lockers can be searched if there is reasonable suspicion...illegal items will be confiscated and turned over to law enforcement.
- Random inspections may be conducted.

Lost and Found

- All clothing, shoes, bags, etc. found unattended throughout the school are placed in "lost and found" tubs located by the cafeteria, elementary playground doors, and the elementary school office.
- The clothing items are washed and hung up to be claimed at the end of each semester. If not claimed at this time, they will be donated.

Outside Recess

- Weather permitting, students are given outside recess daily. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor.
- If the temperature, wind chill or a combination of these is below **10 degrees**, the students will stay inside.
- Students should always come prepared to go outside for recess. Apparel shall include hats, mittens, gloves, boots and snow pants for the winter months and sweaters or sweatshirts for other times of the year.
- Only students with medical excuses will be allowed to remain in the building during outside recesses.

Volunteers/Visitors

- Volunteers are encouraged to help in all classrooms, programs, and extracurricular activities.
- Please enter the far west doors of the building. (High school common's doors)
- Volunteers/visitors need check in at the office at the time of arrival and NEED to provide a valid driver's license.
- Volunteers will be asked to fill out a volunteer confidentiality form to be kept on file in the office
- No student guests are allowed.

Parent -- Teacher Conferences

- Formal K-6th grade conferences are held two times per year. Regardless of how your child is performing, you are strongly encouraged to visit his/her instructor(s) to exchange thoughts on your child's interests, progress, and total development.
- Sign up for conferences are done through an online scheduling format.

- Additional conferences can be scheduled anytime throughout the year as the need arises. Teachers are available from 3:15 - 3:45 pm each day as well as during their preparation time and via email.

Report Cards

- Report cards will be sent home with the students at the end of every quarter for K-2 students.
- Report cards will be mailed home quarterly for students in grades 3-6

Illness--Injury--Medications

- In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff.
- School personnel will render first aid treatment only.
- If a sick child needs to be picked up from the nurse's office, it is expected that you make arrangements to have your child picked up within an hour. Please sign them out in the Elem/MS office before leaving. It is our responsibility to know where students are, so we need them signed out. Thank you for helping us with this.
- If emergency medical treatment is necessary parents will be contacted. If parents are not available, the student will be taken to the emergency room. **This is why the following must be on file at the school:**
 - **emergency telephone number where parents, or emergency back-up person can be reached and**
 - **Medical concerns/diagnoses the student may have**
- If the information on the emergency form changes in any way, please call the office (785-4433) and have it updated.
- A medical excuse will be necessary for a child to stay inside for recess or miss PE class.
- If a student needs medication at school, it must be taken to the nurse's office. The following requirements must also be met:
 - Must be clearly identified as to the name and type of medication, and must be in the original container, or prescription bottle.
 - Must carry a recent prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
 - If prescription medication or prolonged over-the-counter medication is to be administered, a medical provider's note/instructions will be needed for the medication administration to be completed at school.
 - A parent's permission is required before administration of any medications, this includes prescription meds and over-the-counter meds.
 - Supplements/home remedies/essential oils are not able to be applied or administered at school.
 - It is the responsibility of the parent/guardian to ensure safe delivery/pick up of medications to the school nurse or school office staff. If unsafe situations or delivery occur without prior arrangements with the school nurse, medication administration at school may be revoked.
- **Immunizations**

- ***State law requires that every student who is admitted to public school must have evidence of full vaccination. A valid immunization certificate or exemption form is required BEFORE attending school. Students may not be permitted to attend school until records are submitted.***
- Call the Elem/MS office at 785-4433, ext. 1207, or ask for the Nurse, to get more information.
- Records may be emailed or faxed directly to the nurse's office
 - Mary.dorris@durant.k12.ia.us
 - Fax 563-785-6052

Emergency Plan

- Periodic drills will be conducted throughout the school year.
- When students/teachers are notified of an emergency drill, they will follow proper protocol as outlined in the emergency plan.
- Students are expected to remain quiet and orderly during any drill.

Internet -- Acceptable Use

- Students are expected to adhere to the Acceptable Use Policy signed by the parents and the students at the beginning of each year.
- This document is filed in the technology center and parents are able to retain a copy at the beginning of the year.

Attendance

- Prompt and regular attendance is the law and an essential responsibility of each student.
- Iowa has a Compulsory Attendance Law which makes the parent responsible for their elementary age child's attendance.
- Frequent absenteeism hinders a child's educational progress and is regarded as a very serious problem.
- Letters and attempts at parent meetings is a part of this protocol in order to ensure student attendance.
- If a student is habitually truant the county attorney will be notified.
- We will notify all parents when your child reaches certain absence thresholds no matter the reason they were absent. We do this as a communication tool for both parents and the school.

Appointments

- Students/parents are asked to make every effort to schedule appointments outside of school hours.
- If appointments cannot be scheduled outside of the school day, the school must be notified of the time they are leaving and/or returning to school.
- A signed doctor's note must accompany the student when they return to school.

Reporting an Absence

- When a student is going to be absent from school, the parent should phone the school at 785-4433 before 8:15 AM to report the absence. Parents may call at any time during non office hours by calling 785-4433, ext. 1208 and leave a voicemail or email to holly.nietfeldt@durant.k12.ia.us leaving your name, your child's name, the date and the reason for the absence.
- If a reason is not given, someone may call inquiring about the reason for the absence.
- For safety reasons, we attempt to reach parents who have a child absent from school but from whom we haven't heard.
- Parents can sign up for attendance alerts on JMC.
- Attendance is taken first thing in the AM for PK-6th grade classes.
- In the case of a pre-arranged absence parents need to contact their child's teacher to notify him/her of the date of the absence and ask what work your child needs to make up.
- Absences are labeled either excused or unexcused

Tardies

- Any student who arrives after 8:10 AM is considered tardy.
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Student Behavior

- The Discipline procedures listed below are based off of the HF604 Student Discipline law of 2023 and will evolve further as the guidance from the Department of Education is disseminated to the school.

At the Durant Elementary School we focus our behavioral expectations around a program called PBIS (Positive Behavior Intervention and Supports). This program is designed to focus on positive behavior in an effort to promote positive choices when it comes to student behavior. We educate students using THE WILDCAT WAY. These characteristics are expectations that students should demonstrate in all areas of our building.

Cooperate
Act Safely
Take Responsibility
Show Respect

All behavioral expectations fit within these PBIS parameters.

Consequences

Durant Community Schools believes that the behavior of all students in our district shall reflect standards of good citizenship that society expects and demands. Self-discipline is one of the important goals of education. Therefore:

- Each teacher shall analyze his/her own discipline and apply the appropriate corrective measures to the best of his/her ability. This would include help from parents and support personnel.
- In the event the problem(s) continue or warrant additional aid, the teacher will ask the Principal for assistance. The Principal shall give careful consideration of all problems and offenses brought to his/her attention by the teacher. Outside sources may be suggested.
- Providing all due processes have been fulfilled, the Superintendent and Principal shall have the authority and support of the board to suspend students (OSS) from school.
- Students who continue to cause discipline problems shall have their cases presented to the board with recommendation for expulsion.
- A verbal warning may be given by any school personnel.

Potential Consequences for inappropriate behavior - these are just samples of potential consequences. We try to match consequences to behavior and be age appropriate.

- Verbal warning given by the teacher/principal
- Written conduct report submitted to the teacher and/or Principal in JMC
- Parents may be notified by classroom teacher and/or principal for any infraction
- Loss of privileges
- Time out of the classroom
- In School Suspension (ISS)
- Out of School Suspension (OSS)

Behavior on the Bus/Consequences

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!

- Transportation is offered to students outside Durant's city limits.
- The following rules are to be observed by all students when riding buses to and from school or on any school activity.
- Students are to remain seated at all times.
- Students are to keep arms, hands, feet and heads inside the window.
- Students are to listen to and comply with directions from the driver the first time they are given.
- Students must be on time for the bus; buses do not have to wait.
- Drivers have the right to assign seats to better manage students and situations.
- Profanity and loud voices are not acceptable and will not be tolerated on the bus.
- Phones and other devices that are brought on the bus are the responsibility of the child who brings it. The school is not responsible for any damage incurred while the device is at school. Furthermore, any device brought on the bus that is or becomes a distraction can be held by the bus driver. The decision on what is a distraction is decided at the discretion of the bus driver.

Potential Consequences for inappropriate bus behavior

- Verbal warning given by the driver
- Written bus conduct report submitted to the Transportation Director and/or Principal.

- Parents are notified by phone call/letter from the Transportation Director and/or Principal.
- Revoking bus privileges

Bullying Policy

Durant Community School has a policy against bullying (Code 6945), and defines bullying as aggression that occurs repeatedly over time AND:

- causes embarrassment, pain, or discomfort to another person.
- is physical, verbal, emotional, or sexual
- involves an imbalance of power (e.g. age, size, status, number of people, etc.)
- may involve one person or a group of people
- may be direct or indirect, purposeful or unintentional

Reporting:

- If a student feels she/he is being bullied, or witnesses others being bullied or harassed, they are to report the incident to a school staff member.
- The staff member will write down what happened from the student's point of view, and take the names of any witnesses.
- Alternatively, a student may also complete a student report form on their own and turn it in to a staff member.
 - Report forms are located in the counselor's office and main office.
- Any report will be investigated by the counselor, and penalties will be handed out if need be by the Principal.
 - Additional penalties will be given if there is any retaliation on the part of those receiving consequences

Abuse & Harassment

- Harassment or sexual harassment is defined as repeated inappropriate comments, requests, or conduct that interferes with a student's academic functioning by creating an intimidating or offensive educational environment.
- Physical abuse is a not-accidental physical injury that leaves a mark for a minimum of 24 hours after the incident.
 - While employees are not to use physical force to discipline a student, there are times when physical force is necessary to stop a disturbance (e.g. to obtain a weapon/dangerous object, self-defense/to protect others, remove a disruptive student, protecting property/student from self-infliction of harm, etc.)

- Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behaviors.

Reporting Abuse or Harassment:

Student by another Student

- Students and/or parents should report allegations of abuse or harassment immediately to the counselor, principal, or other trusted school employee.
 - All reports will be investigated and treated in a confidential manner.

Student by a School Employee

- The school district does not tolerate any form of abuse or harassment toward our students.
- If a student were to experience harassment by an employee, they should report it to their parents, a trusted staff member, or the principal.
 - If the student chooses to discuss it with a parent only, the parent should immediately report the incident to the school.
- The Department of Education has established a two-step procedure for investigating such allegations, which requires the school district to designate an independent investigator to look into the allegations.
- The elementary principal and counselor are the Level 1 investigators at Durant Elementary.

Equal Educational Opportunity - Multicultural and Nonsexist Education

- Durant Community School does not discriminate on the basis of gender, race, religion, national origin, age, marital status, disability, sexual orientation, gender identity and creed.
- It is the policy of this district that the curriculum content and instructional materials utilized reflect the gender, cultural and racial diversity present in the United States.
- Inquiries concerning the implementation of these policies should be directed to the Durant Community Schools Educational Equity Coordinator, The Iowa Civil Rights Commission, or the United States Department of Education.
- Our Equity Coordinator is:
 - Superintendent of Schools
 - Mr. Joe Burnett
 - 408 7th Street
 - Durant, Iowa 52747
 - Phone: 563-785-4432

