

# 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.

## 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.

<b>Counselor:</b>	<b>Ms. Kristin Milotte</b>
<b>Nurse:</b>	<b>Mrs. Mary Dorris ext. 1207</b>
<b>Office Personnel:</b>	<b>Mrs. Holly Nietfeldt ext. 1208</b>
<b>Student Services Coordinator:</b>	<b>Mrs. Jenny Dittmer ext. 1265</b>
<b>Transportation Director:</b>	<b>Mr. Richard Creamer ext. 1280</b>
<b>Principal:</b>	<b>Mrs. Rebecca Stineman ext. 1205</b>

## 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**  
**Mr. Travis Bullard**  
**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](http://www.durant.k12.ia.us).

## **General Information**

### **School Day Schedule**

- Elementary school doors open at 7:50. (Please don't arrive prior as there is no supervision.)
- 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 don't accompany the students into the building, we want to build student independence.
- Breakfast is going to be free to all students next year. Students can pick up their breakfast at their entrance doors and proceed to the classroom.
- School day officially starts at 8:15 on M, T, Th, F.
- School day begins at 9:15 on Wednesdays.
- Students are tardy after 8:15. 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).
- 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...the teacher will let you know.

### **Bicycles - Skateboards - Scooters**

- Students who ride bicycles to school are expected to put them in bicycle racks.
- Locks are encouraged for bicycles. If bicycles are locked up, it is the student's responsibility to keep an extra key.
- These should all be ridden outside of the school building only. Students should not be trying tricks on the sidewalk or steps before and after school. This is a safety issue and these items will be confiscated, taken to the office and picked up after school if being ridden on school grounds.

**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. Furthermore, 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.
- 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 QC Radio Group, KWQC Channel 6, WQAD Channel 8 and KLJB Fox and 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)
- Please call the Elem/MS office (785-4433) if you or someone you know has the time or skills to share with us.
- Volunteers/visitors need check in at the office at the time of arrival and NEED to provide a valid driver's license.
- 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.

## Report Cards

- Report cards will be sent home with the students at the end of every quarter for K-2 students.
- Report cards for grades 3-6 are sent home after each semester. Parents with students in grades 3-6 can view their child's grades at any time in JMC.

## Procedures

### 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, 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 can be reached and**
  - **the name and phone number of the student's family doctor.**
- 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.
- If a student brings medication to school, it must be taken to the Nurse's office where it will be kept under lock and key. The following requirements must also be met:
  1. Must be clearly identified as to the name and type of medication,
    - a. Must be in the original container, and
  2. Must carry a prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
  3. Parent written instruction for administration of the medication. A parent's signature is required before administration of any medications, this includes prescription meds and over-the-counter meds.
- **Immunizations**
  - ***State law requires that every student who is admitted to public school must have evidence of a successful vaccination of :***
    - ***at least 4 DPTs***
    - ***3 Polio doses***
    - ***3 Hepatitis doses***
    - ***1 Varicella dose***
    - ***2 MMRs by a certified health care provider (these are the minimum and can be expanded at any time by the State:. Parents of students entering our school must see the school nurse and sign a card with proof of such a certificate or proof of exemption.***

- ***Students will not be permitted to attend school until such information is turned over.*** Please call the Elem/MS office at 785-4433 or ask for the Nurse ext. 207 to get more information.

### **Emergency Plan**

- Periodic drills will be conducted throughout the school year. When students/teachers are notified of an emergency drill, they are to follow proper protocol as outlined in the emergency plan. Students are expected to remain quiet and orderly during any drill.
- Students who pull fire alarms or call in false alarms, in addition to being disciplined under school policy, will be reported to law enforcement officials.
- Staff members have also been trained for evacuation and safety.

### **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 were able to retain a copy at the beginning of the year.

### **Responsibilities of Students-Parents-Teachers**

- Students are expected to achieve their maximum capacity. In order to do this, students must possess or acquire certain personality traits. The parent plays a vital part in developing these desirable traits. Examples are respect of self and others, a sense of responsibility, reliability, the desire to achieve, the desire to excel, the desire to please, and the desire to complete assigned tasks promptly. The expectations and responsibilities of Durant Elementary/Middle School are:

### **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.

### **Appointments**

- Students/parents are expected to make every effort to schedule doctor and dentist 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](mailto: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 from.
- Parents can sign up for attendance alerts from JMC.
- If we haven't been notified and we were unable to make contact with a parent on the day of the absence, it is the parent's responsibility to send a note with the child on the day of their return stating the reason for the absence, the date absent, and include their signature or the absence will be recorded as an unexcused absence.
- 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, with the Principal making the final decision.

### **Tardies**

1. Any student who arrives after 8:15 AM is considered tardy. Prompt arrival at school and classes is expected of all students. Being on time is an important life skill that we need to help our students master. Late arrival also disrupts class and causes loss of instructional time.
2. Parents need to contact the office (785-4433) with the reason for the tardy. If no contact has been made, they are considered unexcused.

### **Student Behavior**

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:

1. 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.
2. 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.
3. 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.
4. Students who continue to cause discipline problems shall have their cases presented to the board with recommendation for expulsion.
5. A verbal warning may be given by any school personnel.

### **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).

Durant Community School 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.
- 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 needed by the Principal.
  - Additional penalties will be given if there is any retaliation on the part of those receiving consequences

### **Abuse & Harassment Defined**

- 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.
  - It may or may not be sexual in nature
- 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.

#### **Abuse or Harassment of a 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.

#### **Abuse or Harassment of a Student by a School Employee**

- The school district does not tolerate any form of abuse or harassment toward our students.
- Students who experience harassment by an employee 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 also 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

