

2023-2024 Elementary Parent-Student Handbook



Independence Community Schools

East Elementary School: Grades K-2
1103 1st Street West
Independence, Iowa 50644
Phone: (319) 334-7425
Fax: (319) 334-7427

West Elementary: Grades 3-6
1301 1st Street West
Independence, Iowa 50644
Phone: (319) 334-7430
Fax: (319) 334-7433

Start Here...Succeed Anywhere!

Last reviewed/revised 8/12/2023

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Calendar

Independence Community School District 2023-2024 School Calendar

Start – Finish
August 23 – May 29

Summary of Calendar:

Days in classroom:
First & Second Term 92
Third & Fourth Term 87
TOTAL CALENDAR DAYS 179

Summary of Calendar:

Hours in classroom:
First & Second Term 556:00
Third & Fourth Term 523:00
TOTAL CALENDAR HRS 1079:00

Student Day: 6 hours, 30 minutes

CALENDAR LEGEND

No School–Prof Development ■
Early Dismissal & Late Starts ■
Parent/Teacher Conferences ■
End of Term ■
Holidays ■
Vacation Days ■

HOLIDAYS:

Labor Day (9/4)
Thanksgiving (11/23-11/24)
Christmas (12/25-12/26)
New Year's (1/1-1/2)
Spring Break (3/29)
Memorial Day (5/27)

179 Student Days
1079:00 Instructional Hours
+ 19 Conference Hours
1098:00 Total Hours
- 1080 Required Hours
18:00 Hours Built In

Note: In-service Days may be classified as Career Development, Collaboration and/or Professional Development depending on the content of the activities being performed.

Note: Any full days of school missed will be made up at the discretion of the superintendent.

This calendar was adopted by the Board of Education on 02/20/2023 and is part of each employee's contract for the 2023-2024 school year.

August					Days/Hours	
M	T	W	Th	F		
	1	2	3	4		
	7	8	9	10	11	
14	15	16	17	18		
21	22	23	24	25	3	13:30
28	29	30	31		7	39:30
September						
				1	8	44:00
4	5	6	7	8	12	68:00
11	12	13	14	15	17	98:30
18	19	20	21	22	22	129:00
25	26	27	28	29	27	159:30
October						
2	3	4	5	6	32	190:00
9	10	11	12	13	37	220:30
16	17	18	19	20	41	244:30
23	24	25	26	27	46	275:00
30	31				48	288:00
November						
		1	2	3	51	305:30
6	7	8	9	10	56	336:00
13	14	15	16	17	61	366:30
20	21	22	23	24	63	379:30
27	28	29	30		67	405:30
December						
				1	67	405:30
4	5	6	7	8	72	436:00
11	12	13	14	15	77	466:30
18	19	20	21	22	81	490:30
25	26	27	28	29		490:30
January						
1	2	3	4	5	83	501:30
8	9	10	11	12	88	532:00
15	16	17	18	19	92	556:00
22	23	24	25	26	97	586:30
29	30	31			100	606:00
February						
			1	2	102	617:00
5	6	7	8	9	107	647:30
12	13	14	15	16	112	678:00
19	20	21	22	23	116	702:00
26	27	28	29		120	728:00
March						
				1	121	732:30
4	5	6	7	8	125	756:30
11	12	13	14	15	130	780:30
18	19	20	21	22	135	811:00
25	26	27	28	29	138	830:30
April						
1	2	3	4	5	142	854:30
8	9	10	11	12	147	885:00
15	16	17	18	19	152	915:30
22	23	24	25	26	157	946:00
29	30				159	959:00
May						
		1	2	3	162	976:30
6	7	8	9	10	167	1007:00
13	14	15	16	17	172	1037:30
20	21	22	23	24	177	1068:00
27	28	29	30	31	179	1079:00
June						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

Date

Events

Note: All Fridays are 2 Hour Early Dismissal for Prof Development unless otherwise noted.

Aug 16 New Teacher Day
Aug 17-18 Non-Student Days - Prof Dev
Aug 21-22 Non-Student Days - Prof Dev
Aug 22 K-2nd Grade – Conferences
Aug 22 Gr 3-6 Open House 5-6:30
Aug 23 First Day of School (ALL Grades)
2 Hour Early Dismissal-Prof Dev
Aug 23 All Activity Parent Meeting 7:00 p.m.
Aug 24 2 Hour Early Dismissal-Prof Dev
Aug 25 2 Hour Early Dismissal-Prof Dev

Sept 4 Labor Day (No School)
Sept ?? Homecoming

Oct 19 2-Hour Early Dismissal
K-12 Parent Teacher Conf 2:15-7:45
Oct 20 Non-Student Day - Conferences
K-12 Parent Teacher Conf 8:00-12:00
Oct 27 End of 1st Term K-12 (275:00)

Nov 22-24 Thanksgiving Break (No School)

Dec 1 No School
Dec 21 2 Hour Early Dismissal
Dec 22-31 Winter Break (No School)

Jan 1-2 Winter Break (No School)
Jan 3 Non-Student Day - Prof Dev
Jan 4 Classes Resume
Jan 15 No School (Martin Luther King Day)
Jan 19 End of 2nd Term K-12 (281:00)

Feb 19 No School (Presidents Day)

Mar 7 2-Hour Early Dismissal
K-12 Parent Teacher Conf 2:15-7:45
Mar 8 Non-Student Day - Conferences
K-12 Parent Teacher Conf 8:00-12:00
Mar 22 End of 3rd Term K-12 (255:00)
Mar 28-29 Spring Break (No School)

Apr 1 Spring Break (No School)

May 15 Seniors Last Day of School
May 19 Graduation Jr/Sr High School Gym
May 27 Memorial Day (No School)
May 29 Last Day of School-2 Hour Early Dismissal
May 29 End of 4th Term K-12 (268:00)
May 30 Prof Dev

Welcome from the Principals

Independence Community School District

Superintendent Cynthia Phillips

Director of School Improvement Erin Burmeister



East Elementary and West Elementary

Principal Kay Reidy
1103 1st Street West
Independence, Iowa 50644
Phone (319) 334-7425

Principal Cherilyn Reed
13011st St West
Independence, Iowa 50644
Phone (319) 334-7430

August 2023

Dear Students and Parents:

Welcome to East Elementary and West Elementary and the 2023-2024 school year! We are sincerely grateful that you have chosen the Independence Community School District for this academic year. We take great pride in your support as well as the work of our staff to provide the best educational environment possible.

Our district's mission statement provides the focus for everything and everyone in our building. More specifically, our goal is: "Educating people to be life-long learners and respectful, responsible citizens." To achieve this goal, we ALL must work diligently, on a daily basis, to satisfy our mission. Nothing more is needed, but nothing less is acceptable.

This handbook has been prepared to acquaint students and parents with the organizational policies and procedures used at East Elementary and West Elementary. We ask that you take some time to familiarize yourself with the information. For only by knowing the expectations and meeting them, can we meet our ultimate objective of being the best school district in the state of Iowa!

Students-We thank you, in advance, for the dedication, respect, and quality work ethic you have displayed in previous years. Parents-We thank you for your trust, commitment, pride and support over this same time. As an administrative team, we certainly hope all of these positive characteristics and actions will continue for the 2023-2024 school year. For only by working collaboratively and cooperatively, can we make the 2023-2024 year the best ever for the Independence Community School District.

Go Mustangs!

Sincerely,



Kay Reidy
East Elementary Principal



Cheri Reed
West Elementary Principal

Independence Community School District Vision, Mission, Values and Beliefs

Vision

What do we want to create?

Creating a climate in which individuals of the Independence Community School District will strive to become effective communicators, problem solvers, responsible citizens, and productive people.

Mission

Why do we exist?

Educating people to be life-long learners and respectful, responsible citizens.

Values

What are the personal attributes we promote?

- Compassion
- Honesty
- Integrity
- Perseverance
- Respect
- Responsibility
- Pursuit of Knowledge

Beliefs

What are our basic operating principles?

- All people want to succeed and are capable of learning.
- By providing a safe environment, we promote success.
- Diversity is an asset that must be dignified and respected.
- High expectations for all according to their potential.
- Our resources should promote student achievement.
- Problems are opportunities for improvement.

Independence Learner Performance Goals

Responsible Citizen

Respect for self and others

- Treats others with respect.
- Expresses a positive attitude towards self.
- Does not use violence, coercion, or intimidation.

Group Interaction

- Demonstrates the ability to work as a team player.
- Demonstrates positive leadership skills, and contributes to the overall effort of the group.
- Uses conflict resolution skills.

Responsible Action

- Practices self-restraint.
- Considers choices and is accountable for consequences of decisions.
- Maintains a healthy self-concept.
- Obeys the law.

Active Community Involvement

- Protects the environment.
- Participates in civic functions.
- Appreciates the value of volunteering.

Appreciates Diversity

- Is aware of and examines stereotypes.
- Is aware of, understands, and works well with all individuals in any situation.
- Appreciates cultural differences.

Problem Solver

Gathering, Examining and Evaluating Data

- Collects, analyzes, organizes, and presents information from a variety of resources in an ethical manner.
- Demonstrates an understanding of and applies basic principles of hypothesis testing and scientific inquiry.
- Chooses an appropriate problem-solving strategy.
- Differentiates among fact, fiction, and opinion.

Applying Data

- Develops and presents an original product or performance for a specific audience.
- Generalizes ideas and communicates them effectively.

Technology

- Critically analyzes and interprets media.
- Uses information media and technology to access, evaluate, use, and share information.
- Understands and applies a systematic approach to information problem solving.
- Understands basic computer hardware, software, and operating systems.

Productive Person

Work Ethic

- Sets and manages goals.
- Displays reliability and demonstrates responsibility.
- Perseveres.

Pride in Workmanship

- Uses tools and resources specific to a job including an understanding of the basic operations and concepts of technological systems.
- Completes quality work.
- Evaluates work according to high standards and demonstrates a willingness to improve.
- Acts in an appropriate and ethical manner.

Preparation for the Workplace

- Sets career goals and develops strategies to achieve them.
- Understands one's role in the workplace including that of a team member.
- Leads or follows in appropriate situations.

Healthy Lifestyle

- Takes responsibility for career and life choices.
- Avoids substance abuse.
- Maintains personal hygiene.

Managing Daily Life

- Functions as an effective member of a family.
- Is aware of and applies strengths for managing money effectively.
- Displays effective interpersonal communication skills.

Decision Making

- Makes ethical decisions.
- Understands and applies basic problem-solving strategies.
- Draws conclusions based on data collected, organized, and analyzed.

Effective Communicator

Reading

- Applies the necessary reading skills to a variety of material.
- Understands material read.
- Reads with confidence.
- Reads for personal satisfaction and understands the value of reading.

Technology

- Accesses, evaluates, and uses information media and technology.
- Uses appropriate technologies.

Vision Literacy

- Uses various visual media to accomplish tasks.
- Appreciates creative self-expression.

Listening

- Listens thoughtfully to the ideas of others and shows the ability to ask appropriately for clarification and respond to opinions.

- Gains information from listening.
- Follows oral directions.

Speaking

- Expresses ideas clearly and confidently.

Writing

- Applies the general skills and strategies of writing, including grammar, and mechanics.
- Uses different types of writing.

District Policies

Note that all procedures are consistent with Board Policy current as of Student Handbook publication.

Building specific procedures are subject to change as Board Policy changes. Please refer to [Independence Board Policy](#) for the most recent adopted policies.

Bullying and Harassment

[Board Policy 106](#)

The Independence Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

Anti-bullying and Harassment Investigation Procedures

[Board Policy 106.R1](#)

An individual who believes that the individual has been harassed or bullied may file a complaint with the principal or principal's designee. The complaint form is available as an exhibit of this policy 106.E1.

Description of a Homeless Child/Youth

[Board Policy 501.17](#)

The Independence Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

- Breanna Elam belam@indeek12.org or (319) 332-0556, East School Counselor, is the local homeless children and youth liaison;

Dissemination of Information: Use Of Directory Information

[Board Policy 506.2R1](#)

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Independence Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

Equal Educational Opportunity

[Board Policy 401.2](#)

It is the policy of the Independence Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for

processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Equity Coordinator: Erin Burmeister, Director of School Improvement

Contact Address: 1207 1st Street West, Independence, IA 50644

Contact Telephone Number: (319) 334-7400

Contact Email Address: eburmeister@indeek12.org

Student Expression

[Board Policy 502.5](#)

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity, which may be attributed to the school district; and therefore, this student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Interviews of Students by Outside Agencies

[Board Policy 502.11](#)

Open Enrollment/ Nonresident Students

[Board Policy 501.2](#)

Reasonable Force (Corporal Punishment)

[Board Policy 503.5](#)

Reasonable physical force may be used on a student with or without advance notice when the use of such force is deemed essential by a reasonable person for self-defense, the preservation of order, or to quell a disturbance, to end an action that is threatening to others, and to protect school property, or for the protection of others located on school property.

Search and Seizure

[Board Policy 502.10](#)

Section 504 of the Rehabilitation Acts of 1973

[Board Policy 103.E3](#)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Independence Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Statement of Non-Discrimination

[Board Policy 103.E1](#)

If you have questions or a grievance related to this policy please contact:

Equity Coordinator: Erin Burmeister, Director of School Improvement

Contact Address: 1207 1st Street West, Independence, Iowa 50644

Contact Telephone Number: (319) 334-7400

Contact Email Address: eburmeister@indeek12.org

Student Records -- Education Records Access

[Board Policy 506.1](#)

All student records containing personally identifiable information are housed in a secure location and shall be kept confidential as directed by school board policy. Only the local school district personnel and the area education agency personnel have access to students' records and have the right to view the records.

Section 1: East/West Procedures

Absences

Regular attendance and being on time are both things that help your student have a good attitude toward school. Absences and tardiness are upsetting for our students. Both disrupt their schedules, require readjustment to the class routine, and slow down learning.

Students are encouraged to remain in school for the entire school day. Important announcements and instructions are given throughout the day.

Students should be in class each day unless they're sick. It's very important that you notify us as soon as you know your student will be absent. If we don't hear from you by 9:00 A.M, you will receive an automated phone call reporting your student's absence and asking you to call in. Your call to us will help protect your student – ensuring that both school and home knows where your student is located and is safe.

Any absence not excused by a physician, school nurse, or building principal shall be considered an unexcused absence or truancy. **Students who visit a doctor/dentist are to bring back documentation of the visit to avoid an unexcused absence.** If unexcused absences become an ongoing concern for a student, the following actions will take place:

10 unexcused absences = letter to parent

15 unexcused absences = problem solving meeting held with parent, principal and truancy officer

18 unexcused absences = referral to assistant county attorney for prosecution

Student Conduct

[Board Policy 503.1](#)

Acceptable Use Policy Information Technology Resources

[Board Policy 605.6R1](#)

This acceptable use policy for technology is intended to provide guidelines and examples of prohibited uses, but does not attempt to state all required or prohibited actions by users. The school's information technology resources, including email, Internet access, applications, and other technological media, are provided for educational purposes.

Counseling

The counselor is a person students can go to when needing help understanding a circumstance or situation that creates a personal problem for them. Students may see the counselor before and after school or during class time as arranged with the counselor and/or teacher.

Cyberbullying

Cyberbullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or district property to harass, intimidate or bully another is prohibited.

Examples of cyberbullying include, but are not limited to, the following:

- Sending or posting mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Targeting the use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment.

Consequences for Violation

The use of Independence's Acceptable Use Policy for Technology, including laptops, Internet access, is a privilege, not a right. Compliance is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, including but not limited to suspension or revocation of technology, based upon the circumstances as well as possible referral to law enforcement.

Due Process

Each student, before any disciplinary action is taken against said student, has a right to due process. A student, who is accused of a breach of discipline and is susceptible to consequence, has certain rights including notice of the inappropriate action, an opportunity to present a defense (either orally or in writing) and be notified of the consequences. If the student is dissatisfied with the decision of the principal, the student may appeal to the superintendent. The student's parents/guardians may attend any of these proceedings.

Emergency Procedures

Whenever a class leaves a room for any emergency, students are to stay with teachers until they hear the signal that means *time to return*. Please help your children learn how important it is to follow the teacher's instructions quickly and quietly in an emergency drill.

Fire Drills

A loud, continuous sound coming through the alarm/buzzer system signals a Fire Drill. We are required by state law to have four drills per year - two each semester to teach students the safest, quickest route from school buildings. Whenever a class leaves a room for any emergency, students are to stay with their teachers until they hear the signal that means *re-enter*.

Lockdown/Lockout Drill

An announcement is made over the PA system when the building is going into lockdown/lockout. In a lockdown, the students are secured in their classroom, out of sight, and remain there until a message is given that lets teachers know that there is an *all clear*. In a lockout, the building perimeter is secured and school business continues as usual.

Severe Weather Warnings

An emergency announcement is made over the intercom system signaling severe weather is in our area. We are required by state law to have four drills - two each semester to teach students the safest, quickest route to safety in the assigned area within the building. It is important to remain calm, walk quickly and quietly, sit and cover their heads, and have absolutely no talking or sounds.

Health Services

The nurse is a resource person who we can call on to help treat injuries and monitor student health concerns. They can also help teach nutrition, cleanliness, dental care, basic safety, and health rules.

Please do not send a sick child to school. We think good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets seriously hurt at school, we will notify you as soon as possible. If your child has a fever of 100.4 degrees or higher, keep him/her home. Children need to be fever free for 24 hours without the use of medicines such as Tylenol or ibuprofen before returning to school. If your child has been vomiting or having diarrhea, keep them home for 24 hours after the last vomiting or diarrhea episode. If your child has been vomiting, do not send them back until they have eaten a regular meal without vomiting.

Immunizations

Per Iowa State Law, an immunization form including vaccines, dates, and source of vaccines is required on each student in order for them to attend school. Requirements for vaccines can be found online at <https://idph.iowa.gov/immtn/immunization/laws>. If you have further questions, please contact your healthcare provider or school nurse.

Medications

Board Policy 507.2

When possible, medication should be scheduled so that it may be taken at home and not during school hours. If your child needs to take medicine at school, bring it to the nurse's or secretary's office and complete a Consent for Medication form. The school nurse or other qualified staff may dispense medication with written permission from the student's doctor and parents. BY

LAW, ISCD CANNOT DISPENSE MEDICATION UNLESS IT'S IN THE ORIGINAL LABELED CONTAINER. This applies to over-the-counter medications such as aspirin, etc. as well as prescription drugs. Information on the form includes the child's name, the dose, time of day to be taken, and expected duration of treatment.

School Cancellation

The Independence Community School District utilizes School Messenger to communicate with stakeholders through phone messages, texts and/or e-mail regarding weather announcements, schedule changes, event cancellations or postponements as well as other emergency and non-emergency situations. This system has proven to be very effective in meeting the goal of relaying important information in an accurate and timely manner. At registration, parents/guardians will have the opportunity to provide the district with appropriate contact information for School Messenger.

In addition to School Messenger, the Independence Community School District notifies the following radio and television stations in the event that school is closed, starting late or dismissing early due to inclement weather. These entities may also be contacted for other emergency situations, if the situation warrants.

Television Stations

KCRG- TV	Channel 9
KGAN-TV	Channel 2
KWWL-TV	Channel 7

Radio Stations

K92.3	92.3 FM
KOEL	950 AM
KOKZ/KXEL	1540 AM/105.7 FM
KHKE	89.5 FM
KUNI	90.9 FM
WHO	1040 AM
WMT	600 AM/96.5 FM

Please plan with your children what they are to do in the event school is dismissed early and you are not home. On late start days, students should not arrive until 20 minutes before the announced school start time.

Tobacco, Alcohol, and Drug Policy

[Board Policy 502.9](#)

The Independence Community School District prohibits a student from being under the influence, possession, consuming, distributing, or manufacturing alcoholic beverages, tobacco products, controlled substances, or imitation substances (i.e. huffing, vaping) on school district property, vehicles, or on property within the jurisdiction of the school district or associated with a school event home or away.

Transportation

As a school district, we need to make sure everyone is properly restrained in vehicles at all times. This applies to teachers and coaches who may be transporting students in school vehicles other than buses. If a student refuses to buckle up, the staff member should refer that student to the principal.

In accordance with Iowa Code 321.446 Child restraint devices, a child at least six years of age but under eighteen years of age who is being transported in a motor vehicle subject to registration, except a school bus, shall be secured during transit by a child restraint system that is used in accordance with the manufacturer's instructions or by a safety belt or safety harness of a type approved under section Iowa Code 321.445. Please encourage and support the school district's transportation staff by sharing with your child that school staff will be securing them in seats on school provided transportation.

Weapons

[Board Policy 502.8](#)

The Independence Community School District believes weapons, other dangerous objects or look-alikes in school facilities disrupt the school environment and present a threat to the health and safety of students, employees, and visitors.

Section 2: East/West Elementary Expectations

Admission of Students

New families coming to Independence may enroll their children by calling East Elementary 332-0534 or West Elementary 332-0484.

Parents of students who are transferring from other districts should sign a release form in the office that will release records from the previous school attended.

Kindergarten students must be five years of age on or before September 15. Children entering first grade must be six years of age on or before September 15.

In the spring, parents are asked to pre-register their Kindergarten students for the next fall so that an appropriate number of staff will be in place.

Arrival – East/West

Teachers come to school early to make preparations for the school day. Outside areas of school ARE NOT SUPERVISED UNTIL 7:45 A.M. (EAST) and 7:50 A.M. (WEST) or after dismissal time in the afternoon.

For these reasons, we ask that children NOT come to school before 7:45 A.M. at East/West unless eating breakfast at school. Abuse of this policy will lead to a parent contact. If the child

is eating breakfast at school, the child can be dropped off at designated entrances at East (breakfast starts at 7:30 A.M.) or West (breakfast starts at 7:45 A.M.).

School Times

East (K,1,2)	8:15 A.M.-3:10 P.M.
West (3,4,5,6)	8:20 A.M.-3:15 P.M.

Teachers Hours:

East	7:45 A.M.-3:45 P.M.
West	7:50 A.M.-3:50 P.M.

Birthday Parties

Students are welcome to bring classroom treats to celebrate their birthday with teacher approval. Treats must be items allowed by the Independence Community School District's Nutrition Guideline and Policy (No homemade). Out-of-school party invitations are not to be passed out at school to avoid hurt feelings and/or classroom distraction.

Flowers, balloons, etc. should NOT be sent to the school for your child for special occasions. These cause a distraction in classrooms and pose a hazard on buses. Please reserve these gifts for home only.

Bus

Children will have a safe trip if drivers can concentrate on driving and not discipline. To make the bus ride safer, please help your student learn these guidelines-

- Obey the driver's instructions.
- Remain seated until your stop.
- Keep the aisles clear.
- Keep everything inside the bus.
- Talk quietly. Don't yell.
- Keep your hands to yourself.
- Be courteous.
- Don't throw things.
- No weapons.
- No smoking/vaping.
- No alcohol or drugs.

Most students never misbehave on the bus. Those who won't follow the guidelines risk losing their bus riding privileges. If a busload of students repeatedly misbehaves, the district may suspend the route for a period of time.

Bus Changes

If for any reason, a student needs to ride a different bus at any time, a note from home needs to be sent to the teacher indicating the date and the reason. Students will then take the note to the bus driver who will allow them onto the new bus for that day. A phone call from parents will serve the same purpose.

Bus Discipline Policy

[Board Policy 711.2](#)

In accordance with School Board Policy 711.2, the following matrix will serve as a guide for handling discipline problems on the bus.

<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Level 5</i>
Standing/moving	3 rd level 1 misbehavior	3 rd level 2 misbehavior	3 rd level 3 misbehaviors	3 rd Level 4 misbehaviors
Minor teasing, name calling or putdowns	Throwing objects in the bus	Fighting	Harassment (racial or sexual)	Possession/drinking alcohol
Loud yelling/noises	Spitting	Vandalism	Possession or use of tobacco products	Possession/using chemical substances
Inappropriate clothing	Unacceptable language (sucks, crap)	Theft	Destruction of bus property	Weapon possession and/or use
Minor distractions	Unacceptable gestures	Throwing objects out the bus	Throwing items at driver	Violation of School Board Policy
Not respecting the property of others	Uncooperative behavior	Threatening others (verbal, written)	Opening back door while moving	Starting fires
Littering	Dishonesty	"Mooning" out the window/door	Assault (fighting causing injury)	7 bus referrals
	Danger to self (unsafe conduct)	Tampering with emergency door	5 bus referrals	
	Refusal to follow directions	Verbal abuse/gestures toward the bus driver	Threats against the driver	
	Pushing/shoving (Aggressive)	Getting under the bus 2 nd offense		
	Getting under the bus (1 st offense)			
	Theft (minor)			
<i>Intervention</i>	<i>Intervention</i>	<i>Intervention</i>	<i>Intervention</i>	<i>Intervention</i>
Stop, Look, Read, Review, Promise	Parent phone call by the principal	Parent conference with principal	Parent conference with principal	Parent conference with principal
Verbal Warning	Student conference with the principal	1-5 day suspension of bus privileges	10-15 day suspension of bus privileges	Bus privileges revoked
		Saturday In-School Suspension (3 hrs.)	Police notification	Police notified
		Restitution	Saturday In-School Suspension (3 hrs.)	Out of school suspension/expulsion
		Restriction of activities	Out of School Suspension	Restriction of activities
			Restitution	Four Oaks
				Intensive monitoring with school liaison officer

Cafeteria/Lunch/Breakfast

[Board Policy 710.4](#)

Children can bring a lunch or buy it at school. A school lunch is a well-balanced meal that provides 1/3 or more of the nutrients boys and girls need each day. It includes at least 2 oz. of protein, ½ cup fruit and ½ cup vegetable, bread, and 8 oz. of low fat milk.

The school provides a hot lunch program with well-planned and varied menus. All children who attend school are encouraged to participate in this program. If cold lunches must be sent, they should be equally nutritious. Pop and candy bars are not allowed. If you plan to bring food from another eating establishment for you and/or your child, you will be asked to eat in a private area. Carbonated beverages cannot be consumed by students during meal times if they are eating in the school building. Students and parents are not allowed to bring these beverages in during the meal times.

A student lunch will cost \$2.90 per day. Milk is served with the meal. Additional milk is 40 cents per carton. Breakfast will cost students \$1.95. The cost for adults is \$2.75 (breakfast) and \$4.85 (lunch). Cost is subject to change.

Students have the use of a meal account. Families may add money to student accounts using electronic payment options, cash, or check.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

There are multiple ways to put money on your student's account: cash, check, or our online program. Our online program, www.myschoolbucks.com is the easiest and most informative way. You are able to check balances and see purchases made to the account as well as deposit money. (There is a \$1.00 transaction fee included when a deposit is made.)

Breakfast is available for all students at all elementary schools. Breakfast is served at:

East: 7:30 A.M.

West: 7:45 A.M.

Breakfast will be served daily unless there is a 2-hour late start. All students should enter the gym/cafeteria for breakfast after entering the designated doors.

Free or reduced price lunches are available for those who qualify under the established Federal Lunch Guidelines. Please call the Food Service Director at the JSHS (334-7423) for specific information. Application forms are available in each building or you are able to fill out an application online at www.myschoolapps.com.

All guidelines are stated in the ICSD's Wellness Policy regarding food and beverages and will be enforced. Staff and students are encouraged to use non-food alternatives for fundraising and non-food alternatives as rewards for students. Any food brought into school for snacks for students during the school day needs to meet the school's Wellness Policy guidelines. Staff, students, and parents are discouraged from bringing in food that has nuts or nut oils in them out of respect for those students with severe allergies.

(Child) Custody and Parental Rights

[Board Policy 507.7](#)

Curriculum

In Independence, we stress the partnership between home and school by trying to let you know all about your children's education.

Subjects covered in elementary school include:

- Communication
- Reading
- Language
- Handwriting
- Math
- Science
- Social Studies
- Citizenship and Personal Development
- Safety, Health and Nutrition
- Physical Education
- Music
- Art

District-Wide Behavior Response Plan

One goal of education is to help students develop self-discipline. This comes with age and experience. Until students have developed adequate self-discipline, they need the help of parents and teachers. Just as an academic program must be structured to ensure progress and balance, a discipline plan should help students improve their behavior from year to year.

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Abusive or Inappropriate Language	Abusive and/or Inappropriate Language	Name calling (making fun) Use of Profanity Nonverbal Gesturing Spreading Rumors	Warning Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Detention	Minor
	Abusive and/or Inappropriate Language	Inflammatory Language Nonverbal Gesturing or Sexual Language Hate Speech	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major
Bullying/Harassment	Bullying	Repeated, Unwanted Agressive Behavior that involves an Imbalance of Behavior : Examples include intimidation, teasing, taunting, threats or name calling that leads to fear, or detrimental effect on health	Loss of Privileges Counseling Services In-school suspension Out-of-school suspension Safety Plan	Major
	Harassment	Unwanted Aggressive Behavior that involves an Imbalance of Behavior and is Related to Race, Color, National Origin, Sex, or Disability	Loss of Privileges Counseling Services In-school suspension Out-of-school suspension Safety Plan	Major

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
	Communication of a Threat	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written). <i>Required responses occur whether the threat is initially perceived as credible or non-credible.</i>	Reteaching Loss of Privileges Counseling Sessions Mental Health Counseling Sessions In-school suspension IEP Meeting Required for Students with IEPs Out-of-school suspension Expulsion Alternate Learning Environment Safety Plan	Major

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Defiance, Insubordination, Non-compliance, Disrespect, Disruption	Defiance: Quiet refusal (Minor) Disruption: Short term (Minor)	Alternate activity, head on desk Using materials to cause noise, low intensity, ex. pencil tapping	Warning Reteaching Restorative Conversation Collaborating with Colleagues Discipline or Log Entry Loss of Privileges Peer Mediation Detention	Minor
	Defiance: Prolonged duration (Major) Disruption: Sustained (Major)	Prolonged refusal, refuses all redirects, loss of instructional time Prolonged loud talk, noise with materials; horseplay or rough-housing, and interferes with learning of others Reckless behavior (including motorized vehicles) on school grounds that does not result in property damage or physical injury. Indecent exposure. Refusal to follow directions in crisis response situations Interferes with the regular operation of the school building or event. Includes behavior that requires crisis plan to be activated.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Illegal substances: Alcohol, Drug, Tobacco	In the presence of use and/or distribution	Student is knowingly in the presence of a peer who is using and/or distributing drugs on school grounds and/or at school events and does not remove self when given the opportunity	Warning Reteaching Restorative Conversation Loss of Privileges Counseling Services Detention Suspension	Minor
	Possession and/or use (Major)	Student is under the influence or in possession of drugs or other controlled substances on school grounds and/or at school events	Change of schedule Contact and/or referral to outside agencies as applicable Support/counseling services Formal behavior agreement Loss of privilege Restriction Suspension Long-Term Suspension Expulsion	Major
	Distribution (Major)	Student is giving out/sharing/selling drugs or other controlled substances to students or others on school grounds and/or at school events.	Change of schedule Contact and/or referral to outside agencies as applicable Support/counseling services Formal behavior agreement Loss of privilege Restriction Suspension Long-Term Suspension Expulsion	Major

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Physical Aggression/Physical Fighting	Physical Aggression/Physical Fighting with Injury	<p>Student engages in actions involving serious physical contact (including from a mutual fight) (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p> <p>Serious physical contact (including from a mutual fight) (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death.</p> <p>Sexual violence where either the offender(s) or victim(s) require off-site professional medical attention. "</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p> <p>Contact law enforcement</p>	Major
	Physical Aggression/Physical Fighting without Injury	<p>Physical contact that is not serious but is inappropriate and unwelcomed.</p> <p>Serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p> <p>Serious, non-accidental, and non-consensual physical contact of a sexual nature (e.g., groping, intimating sexual acts, touching private areas, exposing other's private areas) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.). Includes any intentional contact with private areas of an individual, regardless of intent.</p> <p>Mutual physical fight where the offender(s) or target(s) do not require professional medical attention, regardless of intent. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>In-school and Out-of-school suspension</p> <p>Removal from school activity or extra curricular activity</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p> <p>Contact law enforcement</p>	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Property Damage/Vandalism/Misuse/Theft	Property Damage: Temporary	Writing on property, coloring, pulling property off walls.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension Removal from school activity or extra-curricular activity	Minor
	Property Damage: Permanent & Beyond Use Theft	Engraving, writing with a permanent marker, breaking lunch trays, bending utensils beyond repair, Breaking computer, window, chairs, tables, Hiding items from owner (pencil, assignment, eraser), Entering an individual's personal space or desk, bag, purse, or locker to take an item of value.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Weapon Related	Weapon: Possession	<p>Student possesses weapon or realistic-looking fake weapon.</p> <p>A weapon is defined as an object that is specifically designed and/or ordinarily used to inflict injury and/or generally regarded as a weapon in most contexts. (Examples: gun, knife, mace. Nonexamples: chair, crowbar, pencil, fire extinguisher).</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Out-of-school suspension</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p>	Major
	Weapon: Threatening aggression	<p>Using a weapon to threaten aggression with other individual(s) or self.</p> <p>A weapon is defined as an object that is specifically designed and/or ordinarily used to inflict injury and/or generally regarded as a weapon in most contexts. (Examples: gun, knife, mace. Nonexamples: chair, crowbar, pencil, fire extinguisher).</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p>	Major

District Newsletter

The district newsletter containing information and announcements from each building is available three times a year online at www.indeek12.org or a hardcopy can be requested to be mailed by calling (319) 334-7400.

Dress Code/Appropriate Attire

Students are expected to come to school clean and well groomed. Clothing worn to school must be safe, decent, appropriate, and should in NO way interfere with the educational climate of the classroom or building. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper for the school setting and what has become an interference in the classroom/school setting. Students wearing prohibited clothing will be asked to put shirts or jackets over their attire for the remainder of the day.

- Students must wear gloves/mittens, hats, and warm boots during wet and snowy weather.
- Unless otherwise notified, boots are required after the first snowfall and until the playground area dries in the spring or as designated by building administration.
- Students should not wear T-shirts or shorts during cold weather.
- No clothing with profane, obscene language or pictures which display/imply sexually explicit behavior, vulgar gestures, racial, ethnic, or sexist slurs or advertise any alcohol or tobacco products or messages that encourage the use of drugs of any kind are allowed.
- No apparel and/or garments, backpacks, book covers, notebooks, or other items which display, imply or depict logos and/or organizational names (i.e. racist groups, gangs, professional wrestling) are allowed.
- No clothing which reveals breasts, buttocks, or stomachs (examples: halter tops, tube tops, crop/midriff tops, very short shorts) are allowed.
- All clothes will be worn as they were intended to be worn (pants must be worn at the waist, straps and suspenders must be fastened correctly).
- Footwear is required at all times. Flip flops and/or sandals are highly discouraged due to the possibility of injury and our extremely active physical education and recess programs.
- Rubber soled shoes are recommended for physical education classes.
- For safety and comfort, girls are encouraged to wear slacks or shorts for physical education classes.

In addition:

- No chains.
- No headgear (examples: hats, caps, bandanas, sunglasses) inside the building.
- No electronic devices (examples: iPod, electronic games, cell phones, MP3 players, etc.)
- If forms of decoration (such as tattoos, hair color, or others) are not permanent in nature and become a source for distraction or conflict, students will be asked to remove/wash off the decoration.
- No “wheeled” backpacks.

Fundraising

Staff and students are encouraged to use non-food alternatives for fundraising. Any food provided or sold for fundraising that targets students and takes place during school hours must meet the Iowa Healthy Kids Act nutritional standards.

Homework Philosophy

Independence Schools believe homework for elementary-aged students can be a good thing when properly planned. Our teachers assign homework so students can complete regular classroom assignments or work on basic skills. Homework may also be given so a child can make up work missed during absences. Homework can also be used to help students develop study skills and to encourage creativity. Independence Schools believe homework may not be given as a penalty.

It is recommended that home assignments for primary grades be limited to activities that allow students to complete work not done during school time. This could include such things as reading stories, practicing spelling words and learning number facts. Enrichment activities are also good for primary students.

Generally, home assignments for elementary grades should not exceed 60 minutes. This time may vary from student to student due to pace/ability. More homework than this may be assigned to youngsters to make up assignments or who didn't do their work at school.

Exceptions to these guidelines are worked out with parents at each school. If you have any questions about homework assigned to your child, please discuss it with your student's teacher.

We believe that if all students use their time productively, there shouldn't be much homework.

Late Arrival/Early Departure

It is recommended that medical/dental appointments be made during the summer and before school starts in the fall. Some appointments, of course, have to be made during the school year. Please try to get appointments as late in the school day as possible or early in the morning. Students will be counted absent one-half day if they arrive after 9:30 A.M. (East/West) or if they leave school before 2:00 P.M. (East/West). If a student is to leave school early on any day, a note should be sent to school (or a phone call made before 10:00 A.M.) stating the date, reason for leaving and time. If a student is arriving late or leaving early, come to the office to sign your child in/out. To protect our children, they're not allowed to leave campus without signing out in the school office. **Students who are to be picked up after school, should be picked up no later than 3:15 P.M.** due to limited supervision availability.

Liability (Property Violation)

Independence's schools belong to you and your neighbors, the people who support and pay for them. People who damage school property may be held liable for those damages, according to state law. In the case of minor children, their parents are liable. As a taxpayer, you've already done your part to financially support the public schools. We don't want you to have to "contribute" again because of your child's misbehavior. So we ask you to help us by teaching your child respect for public property.

Lost and Found

Please put your children's names on clothing and personal things they bring to school. Taking some time to do it now may save you the cost of buying replacements later.

Since we can't be responsible for lost items, no toys or electronics are allowed. Toys or electronics may be confiscated until parents pick these items up from school.

Lost things are stored at school until their owners claim them. We call charitable groups when "lost and found" becomes too full. They also pick up at the end of the school year. Please check with us if your child loses something at school. Many items, especially clothing, go unclaimed all year. Toys unclaimed by parents are disposed of at the end of the year.

PE Restrictions

If your child's PE activities need to be restricted for medical reasons, a doctor's statement will be required. Please inform the office and teacher.

Phone Calls to Teachers

If you would like to talk with your child's teacher, please call either before classes begin or after the boys and girls are dismissed. If you call during class hours, you can leave a message on the teacher's voice mail and the teacher will try to return your call the same day.

Phone Use

Students who need to come to the office to place a phone call should do so during recess or lunchtime, not instructional time. Students may call if they would go without lunch, glasses, or other items deemed important by the classroom teacher. No calls may be made home to ask to stay overnight with someone. If students are in possession of a cell phone, it will be confiscated and returned to the student at the end of the day.

Recess Restrictions

1. All students should participate unless they have a valid medical excuse. A note from parents will be accepted for the first day back after an illness.
2. Students are not allowed to leave the playground without permission.
3. Weather Wise – Outside Recess Guidelines are as follows:

We recognize students need to get outside if at all possible but do not want to put them at risk of extreme temperatures. Our practice is to keep students inside if the air temperature, or wind chill is below 0 degrees. To determine our local conditions, we check Accuweather.com. Nearby TV/radio stations, such as KWWL or KCRG may state different temperatures than we find are true locally, so if you are curious about the local temperature, please consult Accuweather.com.

We check Accuweather.com just prior to each recess to determine if recess can be outside. If the temperatures are close to 0 degrees, we check Accuweather more than one time before that recess in case the wind was not gusting to record an accurate wind chill at the moment we checked the first time. Please note that East and West use the same procedures but due to having different recess times, we may get different results from Accuweather.com and therefore students may stay inside for a recess at one building while students at other buildings may go out for recess.

When students do get to go outside for recess, we ask that all wear coats, hats, and mittens to keep warm as well as snow pants and boots for playing in the snow. Parents can help by making sure their student has these items with them when they leave for school each day.

Report Card and Conferences

Report cards are issued 2 times a year, after each semester.

Twice a year we have conferences. This is the time when parents and teachers talk about their child's progress in school and their special needs.

You may ask for more conferences any time during the school year. In addition, if you ever have a question, your child's teacher is no further away than the telephone.

School Rules

Our rules were designed to provide a safe and orderly learning environment for all. School rules are carefully explained to our children. Respect and good discipline are maintained by recognizing and praising good behavior and taking corrective action when a child has a behavior problem. Every effort is made to communicate with parents so we can solve problems together.

The following rules were made for the benefit of your child and fellow classmates:

- Students are to be instructed to obey all school personnel. They will be polite and respectful to adults and fellow students.
- Students are to play safely. They'll do nothing to hurt themselves or others.
- Students will not harm or destroy school property or the property of others.
- Students will not use abusive language.
- Students are not to bring sharp or dangerous things to school. They will not bring weapons, cigarettes, drugs or alcohol to school.
- Food or drink is not to be taken from the cafeteria.
- Students are not to bring/chew gum or bring candy or pop to school.
- Students are to walk on the sidewalks. They should cross streets and the school parking lot only where there are crosswalks or crossing guards.
- Bicycles will be parked in designated areas.
- Playground equipment is provided by the school. No toys or materials should be brought from home unless designated by teacher for "Show and Tell" time.
- PLAY SAFE AND FAIR and follow adult instructions. Students can lose recess privileges.
- No cell phone use during school hours. Any cell phones brought by students will be confiscated.
- Any destruction of or vandalism to any property of another student, employee, or community member of the school district which has an adverse effect upon the learning environment of the district will result in appropriate discipline up to and including suspension or expulsion from school and/or extracurricular activities.

Special Teachers and Clinicians

Students have special teachers for art, vocal music, counseling, instrumental music, and physical education. Through federal funding, Title I reading teachers are available at both East and West to provide extra reading support. Also available through the Area Education Agency, are a school psychologist, educational consultant, speech therapist, hearing clinician, and teachers who work with children with special needs.

Therapy Dog

The Independence Elementary Schools may have a therapy dog at school from time to time. Students may be allowed to visit with the dog when appropriate. If there are student concerns about allergies, please inform the administration of those concerns.

Traffic Patterns

East Elementary (Gr. K-2)

1. The drive in front of East is a ONE WAY DRIVE from west to east.
2. There is no through traffic behind the East building between 7:00 A.M. and 3:45 P.M. during the school day.
3. Students can be dropped off at the north side of the building before school begins at 8:15 A.M.
4. Parents will pick up their children from the north side of the East building.
5. Route and shuttle buses will pick up and drop off students on the south side of the building. **ALL VEHICLES OTHER THAN SCHOOL BUSES WILL BE PROHIBITED FROM TRAVELING ON THE SOUTH SIDE OF THE BUILDING.**
6. The speed limit is **5 MILES PER HOUR!**
7. Traffic hazards can be appreciably reduced at East if children being brought to school are permitted to walk from 9th Avenue SW onto the school grounds.
8. Parking space is provided on the south side of the Early Childhood Center for visitors.
9. All bicycles must be parked in the racks beside the school. Bikes MUST be walked from one side of the campus to the other.
10. Students will utilize the crosswalks to walk across roadways and driveways to meet parents who are parked by the Early Childhood Center.

West Elementary (3-6)

1. A bus lane has been developed in the parking lot east of West Elementary. Please do not drive vehicles into the bus lane for any reason.
2. By 8:05 A.M., all bused students will be delivered to buildings, allowing students to eat/finish breakfast before school start time.
3. Parents can DROP OFF and PICK UP West Elementary only students along the west and north side of West Elementary.
4. All bikes must be parked in bike racks in front of the Administration Office.
5. All students walking to and from school must use the sidewalks in front of the school.
6. Visitors may park on the north end of the parking lot (nearest the Administration Office).

Visitors

Parents, former Independence students, and community residents are welcome and are encouraged to visit with administrative approval. NO children from other schools will be allowed to visit unless requested by the class teacher and approved by the building principal. Small children are prohibited – even if accompanied by adults. An administrator must approve special requests from parents or potential students who wish to visit and observe the classroom to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing). For security reasons, our doors are locked once school begins and all visitors, upon arrival, must sign in at the school office before visiting any classroom and receive an ID Badge. Visitors other than parents (grandparents, etc.) must have written permission from the parent to have their child visited at school.

Classroom visits afford parents/guardians one of the best means to gain information about the educational program and to observe their children's performance in a classroom learning situation. To make the visits most worthwhile, the school suggests that parents should make their classroom visits after the first two weeks and before the last two weeks of the school year. The first nine weeks of the Kindergarten class are a period of adjustment to school routines that should not be interrupted.

Lunchtime: Due to the food service staff's need to prepare an accurate amount of food each day, parents are asked to notify the school of their intent to eat with their child. Please do this by calling the school or sending a note to the classroom teacher one day in advance. If you plan to bring food from another eating establishment for you and/or your child, you will be asked to eat in a private area and receive an ID Badge before visiting any classroom.

Independence Elementary School Student & Parent Handbook Signature Form

Independence Elementary School Student & Parent Handbook Signature Form

The Student and Parent Handbook is intended to serve as a resource to students, parents/guardians, and staff. This document defines the rights and responsibilities of each member of the school community and provides general information regarding the Independence Elementary School's policies, practices, and procedures. The handbook is not an all-inclusive document and may be altered periodically.

Student Acknowledgement Form

I, _____, have received a copy of the current Independence Elementary School Student & Parent Handbook. I have/will read and agree to abide by its stipulations. I understand that if I have questions about the contents of the handbook, it is my responsibility to ask questions for clarification.



Student Signature

Date

Parent/Guardian Acknowledgement Form

Please acknowledge in writing that you have reviewed a copy of the Student & Parent Handbook, which contains school discipline policies. Failure to sign or return this form does not affect the student's responsibility to act in accordance with the policies outlined in the handbook. However, it is the goal of the Independence Elementary Schools to have acknowledgement forms returned to the Elementary School no later than one week after the start of school.



Parent/Guardian Signature

Date

****Please return this form to the Elementary School, indicating that you and your parent(s)/guardian(s) have received the handbook and have read the contents and agree to abide by it. This form is to be returned within one week following the start of school.**