

# Rudd-Rockford-Marble Rock Elementary School

2020-2021

K-6 Student Handbook



On behalf of the entire staff of the Rudd-Rockford-Marble Rock Elementary School, I would like to welcome you to our exceptional school! Our elementary school is made up of grades Pre-K through Sixth Grade. Our purpose as a school is to provide your student with the best learning opportunities possible. We have many fine teachers that work hard every day at making sure your child gets the best education around.

We realize your child is the most important asset in your life, which is why we strive to do the best job possible at providing them with an education that is second to none! We encourage you to communicate with us often, ask questions, and stay involved with what your child is doing at school. Thank you for sharing them with us each and every day!

#### **RRMR COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

"The Rudd, Rockford, Marble Rock Community School District in partnership with the community is committed to providing an environment conducive to developing lifelong learners capable of being successful, responsible, contributing members of an ever-changing world."

#### **RRMR ELEMENTARY SCHOOL GOAL STATEMENT**

"The Rudd, Rockford, Marble Rock Elementary School goal is for all students to reach their personal best."

#### **NOTIFICATION OF NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Rudd-Rockford-Marble Rock School District not to illegally 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 the district's Equity Coordinator, Nick Johnson, 1460 210th St., Rockford, IA, 50468, (641) 756-3813, [njohnson@rockford.k12.ia.us](mailto:njohnson@rockford.k12.ia.us).

#### **FREEDOM OF EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

#### **COMPLAINTS AND GRIEVANCES**

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

#### **ENTRANCE/ADMISSION REQUIREMENTS**

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate.

#### **TRANSFERS IN/OUT OF THE DISTRICT**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. The parent must provide the district with the address of the former school of attendance where the student's grade level and a copy of the student's permanent records may

be obtained. If the parent is unable to provide proof of the student's grade level or permanent records, the principal will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch account balance, etc. No refunds will be made until all fees or fines have been paid.

### **ATTENDANCE/ABSENCES**

It is the educational philosophy of the Rudd, Rockford, Marble Rock Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Rudd, Rockford, Marble Rock Community School District expect that students shall be in attendance at scheduled classes and activities for one-hundred and eighty (180) days per academic year.

The exception to the rule of one-hundred and eighty (180) days per year attendance would be in the case of an emergency, doctor or dental appointments, authorized religious holidays, and school sponsored or approved activities. The only absences, which constitute such an emergency, would be illness of the student or a death or serious illness in the immediate family. All absences, other than illness or funeral should be approved by the school in advance for the absence to be excused.

In the case of an excused absence as described above, students whose absence is approved shall have an opportunity to make-up, if possible, the work missed and receive full credit for the missed school work. It is the opinion of the Board of Directors, the Administrators and the Staff of the Rudd, Rockford, Marble Rock Community School District, however; that a student is never able to "make-up the educational benefits gained from actual attendance in the scheduled class. Thus, as a result, even an excused absence may affect the grade accordingly.

After 10 absences, excused or unexcused, or a combination of both, a letter will be sent home reminding parents of the amount of days missed.

After 15 absences, excused or unexcused, or a combination of both, a letter will be sent home reminding parents of the amount of days missed and parents will be asked to meet with the principal to set up a plan for success for that student.

All other absences not described above, or approved by the principal, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, the Administrators, and the Staff of the Rudd, Rockford, Marble Rock Community School District expect students to be present during school hours. Unexcused absences will not be tolerated. Any student who wishes to be absent without approval has, through that absence, consented to the following sanctions:

First unexcused absence the student and parent will conference with the principal regarding the absence. The goal of the conference will be to insure continued and regular attendance at school.

Second unexcused absence the student will be considered to be an at risk student. The student and parent will meet with the at-risk coordinator and principal to develop a plan of action, which will involve the student, parent, school, and/or outside agency. The goal of this plan will be to improve the student's attendance at school and to avoid future attendance problems.

It is the responsibility of the parent to contact the school before 10:00 a.m. and inform the school that the student shall be absent and the reason for the absence. Failure to receive such information may cause the student to be considered truant. A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents

may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Rudd, Rockford, Marble Rock Community School District to ensure attendance of the student.

### **ACCOUNTING FOR STUDENT ATTENDANCE**

For accounting purposes students will be considered tardy if they arrive at school after 8:30 A.M. and before 9:45 A.M. A student arriving after 9:45 A.M. and remaining in school for the remainder of the day will be considered absent for 1/2 day. Students leaving school after 12:00 noon and before 2:15 P.M. will be considered absent 1/2 day. If a student leaves school before 10:30 AM they are counted absent for the full day. The principal has the final discretion as to whether or not an absence is excused or unexcused. Exemplary attendance will be awarded if a student misses one day or less. This will take the place of perfect attendance. The elementary secretary will do her best to call in a timely manner if the student's parent has not called.

### **LUNCH**

Parents are welcome to eat with their children during the school day. We ask that parents limit their interaction at lunch to no more than twice (2) per week to limit distractions for students. Parents are expected to pay the adult price for lunch when eating lunch at school.

Students will be charged a daily lunch fee. Students may also bring a lunch from home. Pop is not allowed.

### **PLEASE SEND NOTES**

If your child will be riding a different bus or going somewhere other than their normal routine please send a note with them to give to their teacher. Telephone calls at the end of the day may lead to confusion and the possibility of the message not reaching the teacher or child. Students may be held in the office or not able to go as planned if they don't have a note and we are not able to contact parents.

### **RELEASE DURING SCHOOL HOURS**

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration. The adult taking them must sign students out of the office.

### **TARDINESS**

Students reporting late to school must report to the office before going to their classroom.

### **CHAPTER 103 Restraint**

#### **Revised Iowa Code 281-Chapter 103, February 2, 2009**

Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation, and a comfortable temperature and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments.

Revised Iowa Code 281 - Chapter 103 applies to all students.

Material restraints will not be utilized.

Adult supervision is maintained in all areas used for student behavior intervention.

Physical restraint, confinements and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.

School staff will receive adequate and periodic training prior to using physical restraints.

Parents/guardians will receive notification of behavior intervention.

Building principals have a copy of Iowa Code 281 – Chapter 103 which is available for parent review.

Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

### **CUSTODIAL RESTRICTIONS**

Any custodial restrictions, which apply to an elementary student must be a part of the student's record in the office. It is the responsibility of the custodial parent to provide the school with a copy of the court approved custodial restrictions, which apply.

### **SCHOOL DAY PROCEDURES**

**STUDENT ARRIVAL**--Parents should not send children to arrive at school before 8:00 A.M. Staff members are preparing for the day prior to this time and are not available to supervise students.

**STUDENT DISMISSAL**--Town students who do not ride the bus are expected to leave the school grounds promptly following the 3:30 P.M. dismissal. All bus students will board buses immediately following dismissal.

**TIME SCHEDULE**-- 8:00 A.M. buses begin to arrive. Students may enter building. 8:30 A.M. classes begin. 3:30 P.M. elementary classes are dismissed.

### **TRANSPORTATION**

Parents whose children ride the bus on a part-time basis are asked to work out a plan with the bus driver regarding when to stop for pickup. From time to time requests are made to drop a child off at a sitter or relative's home. We are happy to help if our bus goes by the requested stop. We cannot drive off the regular route to do so. There must be communication with the school if a child rides a bus that he/she does not regularly ride. Without communication in advance, drivers are not to allow others to ride their bus. This procedure is intended to protect all children in the district. If your child is not riding the morning route, please inform the driver by calling 756-3868 before your regular pick up time.

All students are required to ride school transportation to and from school activities unless proper procedures have been followed which would allow the student to ride with a parent(s). A student's parent must personally inform the teacher in charge of the activity that the student is riding to the event or home from the event with a parent(s). Students are permitted to ride to and from school activities with parents other than their own, if the above notification procedures have been followed.

### **STUDENT APPEARANCE**

Clothing or other apparel with logos promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate and are not to be worn to school. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

### **CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

### **USE OF BICYCLES**

Riding a bicycle to and from school is a privilege not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline. Bicycles are to be parked in the designated area.

## **STUDENTS WALKING TO SCHOOL**

Parents are encouraged to help their child find the best route for walking to and from school. Students walking to school will be required to use the sidewalks provided on school property. Your help in emphasizing sidewalk use and good pedestrian safety is very important.

## **DANGEROUS WEAPONS**

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student may be subject to further disciplinary action.

## **TOBACCO ALCOHOL DRUGS**

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

## **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, coat rooms, desks, or book bags based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

## **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

Generally, persons other than parents and school district officials and employees may not interview students during the school day.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal and without proper warrant.

## **STUDENT CONDUCT**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Successful schools need a positive and orderly environment in which students can learn and teachers can teach. Each teacher will acquaint their students with expectations for classroom conduct. Each teacher will have a planned sequence of consequences for those students who have difficulty following classroom rules. Behavior expectations outside the classroom will promote the same positive and orderly environment. Disrespect for school personnel or refusal to respond to reasonable requests by any member of the school staff will be considered a serious offense and dealt with accordingly. Parent contact and/or referral to the office are a part of the sequence of consequences in each classroom. After school detention may be necessary in some cases. Parents will be contacted in advance if a student

is assigned after school detention in order to arrange for transportation if necessary and to insure the parent is aware of the detention assignment. Students will be excused from detention for medical appointments or religious commitments. When excused, the detention time will be served on the following day.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **EXPULSION**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

### **CONFLICT RESOLUTION**

Students in grades K-6 will be taught the skills of peaceful conflict resolution. Conflict is natural as are feelings of anger, hurt, and frustration. Conflict resolution will teach students to approach the problem, have their feelings and needs heard, and to listen to the other person's perspective of the problem.

### **FINES FEES CHARGES**

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. An annual registration fee, set by the Board of Education, is charged to all students.

### **FUND RAISING**

Students may only raise funds for school-sponsored events with the prior written permission of the building principal.

## **PROGRESS REPORTS AND CONFERENCES**

Students will receive progress reports at the end of each nine-week period. Students who are in danger of failing or not meeting grade expectations shall be notified prior to the end of the nine weeks so that they will have a chance to improve their grade. Parents of such students will also be notified in writing. Parent- Teacher conferences will be held after the first quarter. Parents, teachers, or principals may request a conference after the second and third quarter or at any other time during the school year if they feel the circumstances so warrant.

## **PROMOTION, RETENTION, & ACCELERATION**

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

## **TESTING**

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families. No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

- \* political affiliations;
- \* mental and psychological problems potentially embarrassing to the student or the student's family;
- \* sexual behavior and attitudes;
- \* illegal, antisocial, self-incriminating and demeaning behavior;
- \* critical appraisals of other individuals with whom respondents have close family relationships;
- \* Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- \* income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

## **STUDENT RECORDS**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations, which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.



Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

### **HEALTH AND IMMUNIZATION CERTIFICATES**

Students who are enrolling in elementary school for the first time, shall have a physical examination by a licensed health care provider and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubeola, measles, mumps, rubella, Hep B, and varicella or history of disease (chickenpox). Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

### **ADDITIONAL HEALTH SCREENINGS**

Students enrolling in elementary school for the first time shall have a dental screening and provide a signed "certificate of Dental Screening" to the health office. Students will also need to have their blood level tested. Proof of this is not required; rather the district will compare the Iowa database to that of our kindergarten class to make sure we are compliant.

### **ADMINISTRATION OF MEDICATION**

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. When the nurse is not available, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the

pupil's health record. No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school nurse's office which will be dispensing the aspirin. The over-the-counter medication must be in the original container. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

**Code No. 507.2E2**  
**PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE**  
**ADMINISTRATION OF MEDICATIONS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or persons in charge of

\_\_\_\_\_, in the \_\_\_\_\_ grade at the \_\_\_\_\_

building in the Rudd-Rockford-Marble Rock Community School District.

It is necessary that (student's full legal name) \_\_\_\_\_

receive (name of medication) \_\_\_\_\_ beginning on

(date) \_\_\_\_\_ and continuing through (date) \_\_\_\_\_.

\_\_\_\_\_ I hereby request the RRMR Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container;
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

**OR**

\_\_\_\_\_ I hereby authorize my child to self-administer his/her medication as he/she has shown the competency to do so. I hereby agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that
  - a. the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container; or
  - b. the medication will be kept in the student's possession but only with prior written permission from the parent and the principal.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Home Phone No.

\_\_\_\_\_  
Alternate Phone No.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

## **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. If you or the emergency contact listed can not be reached and medical attention appears to be necessary, your child will be taken to the Rockford Medical Clinic. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

## **HEAD LICE**

Periodic student screenings will be conducted for head lice. The school will verify the parent/guardian if head lice or nits are present, and written and verbal instructions will be provided to the family. The school nurse will check for nit removal and assess for compliance with appropriate treatment. The student will be allowed to remain in school unless the school nurse and/or principal determine that appropriate treatment is not being given.

## **EXCUSED FROM P.E. ACTIVITY OR RECESS**

If it is necessary for your child to be excused from physical education classes for health reasons, a note from your physician indicating the dates of exclusion is requested. A note from a parent requesting exclusion for a single day will be honored for the day indicated on the note.

## **EMERGENCY DRILLS**

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year in accordance with state law regarding disaster drills.

## **TELEPHONE CALLS**

Students may use the school office telephone for emergency calls after first obtaining permission from the teacher, secretary or principal. Students receiving telephone calls will have a message forwarded to the student. Only in an emergency will the student be called to the phone.

Parents wishing to contact their child's teacher may call the office and leave a message for the teacher to return a call. Teachers will not be called to the telephone while they are conducting classes. A voice mail may also be left for them and the teacher will check those messages at appropriate breaks.

## **CELL PHONES & Email**

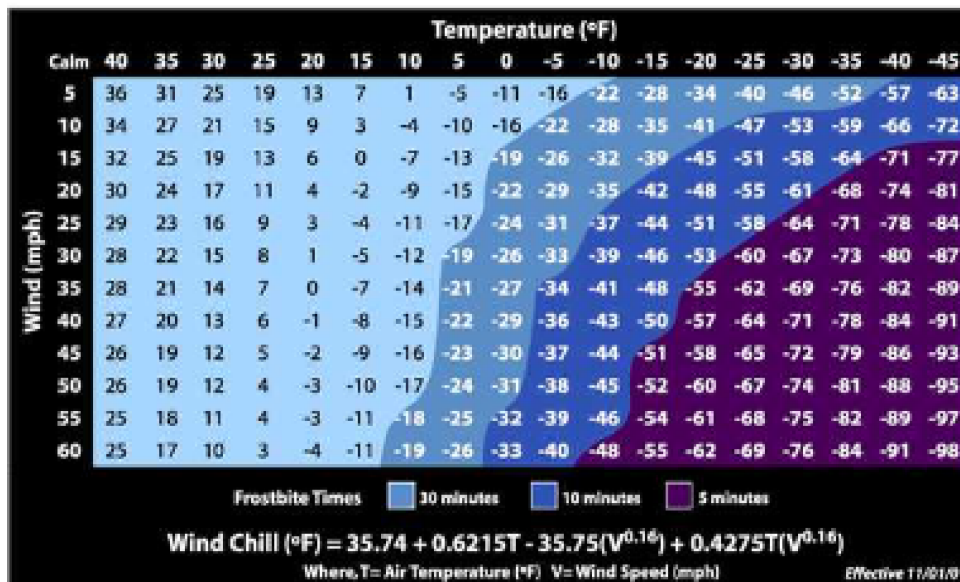
Students choosing to bring cell phones to school will be asked to turn them off during the day and placed in a safe place. Should the cell phone be seen or heard the phone will be turned into the office. The first time this happens students will be allowed to pick up the phone at the end of the day. After the first offense and for all other subsequent offenses, parents will be required to pick up the phone from the elementary office.

## **FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district. Parents will be requested to sign a general permission slip at registration time authorizing their child to participate in the regularly scheduled field trips for their child's grade level throughout the school year.

**OUTSIDE RECESS DURING WINTER MONTHS**

It is our intent to get children outside for recess periods whenever weather permits. In order to have consistency in our decision of when to go outside the R-R-MR Elementary School will use the following wind chill chart provided by the National Weather Service. Generally, we will stay inside when the feels like temperature is 0 . Temperatures at recess time will be taken from the school web page at [www.rockford.k12.ia.us](http://www.rockford.k12.ia.us) which gives us the most recent temperature reading in the Charles City / Mason City area. A guide for dress during cooler weather is as follows: 60's student choice, 50's layers, 40's and below winter wear.



**SCHOOL CLOSINGS**

When schools must be closed due to weather or emergencies, the following news media will be notified:

**RADIO**

- WHO--Des Moines
- KCHA--Charles City
- KGLO--Mason City
- KRIB--Mason City
- KLSS--Mason City

**TELEVISION**

- KIMT--Mason City

You may also sign up for Iowa School Alerts for email and text messaging at <https://schoolalerts.iowa.gov>

The stations vary on procedures for announcements. Some are every half-hour, some every hour, and some as calls come in. Become familiar with your favorite station policy. Our school also operates One Call Now, which will notify you of any weather announcements made by the school district.

**MAKE SPECIFIC ARRANGEMENTS FOR YOUR CHILD AND GIVE HIM/HER SPECIFIC PROCEDURES TO FOLLOW IF YOU ARE NOT HOME WHEN SCHOOL IS DISMISSED DURING THE REGULAR SCHOOL DAY DUE TO AN EMERGENCY. THIS PROCEDURE SHOULD INCLUDE HOME KEY LOCATION, SPECIFIC DO'S AND DO NOT'S IF HOME ALONE, AN ALTERNATE HOUSE TO GO TO IF YOU PREFER, AND A LIST OF TELEPHONE NUMBERS TO CALL FOR HELP OR INFORMATION.**

## **SCHOOL VISITS**

Parents are welcome to visit their child's classes at any time, however, the first and last week of school are not good times to visit. It is best to contact your child's teacher in advance of a visit to determine the times which will show you the lessons or activities you wish to observe. Visits should be a maximum of one hour per day and only twice per week. Please make sure you are not disrupting the learning environment of your student or the classroom during your visit.

Visiting friends or relatives of school age children may visit school for a brief time and must be approved in advance by the principal and classroom teacher.

## **HOME/SCHOOL COMMUNICATION**

The importance of home/school communication can not be over-emphasized. Your willingness to listen to your child and hear their concerns can play a very important part in their success in school. Just as important to hearing your child's concern is contact with school personnel for information regarding their concern. The following procedures will insure the most direct communication.

Step 1--If a problem arises with your child at school; the first and most appropriate contact is with your child's teacher.

Step 2--If you and your child's teacher can not resolve the problem, contact the building principal for a conference.

Step 3--If the problem is not resolved with the principal, contact the superintendent of schools.

This procedure applies for busing situations. If there are issues on a bus contact the driver. If the problem continues you may contact the Transportation Director. If the issue is not resolved then, contact the building principal.

## **PARTY INVITATIONS, BALLOONS AND FLOWERS**

Distributing invitations at school leads to hurt feelings of those not invited and invitations will be returned home with the students. Balloons and flowers that are delivered to the school will be given to the student at the end of the day.

## **BIRTHDAY TREATS**

We encourage all treats to be prepackaged and not homemade.

## **ELEMENTARY STAFF**

PARENTS WISHING TO CONTACT A STAFF MEMBER BY TELEPHONE SHOULD TELEPHONE 756-3508. THE SECRETARY WILL TAKE YOUR CALL AND GIVE A MESSAGE TO THE TEACHER WHO WILL RETURN A CALL WHEN THEY ARE NOT IN CLASS AT THEIR CONVIENCE.

ALL STAFF MEMBERS HAVE E-MAIL ADDRESSES. PARENTS WISHING TO CONTACT A STAFF MEMBER BY E-MAIL SHOULD USE THE FOLLOWING ADDRESS:

First initial of first name followed by last name @rockford.k12.ia.us

Example: mhoffman@rockford.k12.ia.us

## **BRINGING PETS TO SCHOOL**

Any pets or animals for show and tell must be brought by the parent and taken home after a brief visit. Bringing pets, animals, or valuable items for show and tell must be cleared in advance with the classroom teacher.

## **BRINGING ITEMS FROM HOME**

Please leave objects of value at home. This includes headphones, ipods, gameboys, bakugan items, trading cards such as Yugioh or Pokemon cards and the like, and other miscellaneous items of sentimental or money value. When these items are brought from home the school will not be held responsible if they are lost or stolen.

## **SHOES WITH WHEELS**

From time to time students arrive at school with 'heelys', or shoes with wheels. Students should remove their shoes for their time at school. These wheels are hard on the school floors and also pose an injury threat to students.

## **CLASS SECTIONS**

Class sections in each grade level are assigned by the principal after careful consideration by the current teachers in a grade level and the receiving teachers in the next grade level. Teachers take many factors into account in making their recommendations regarding these divisions. While we realize parents may have a personal preference regarding a specific teacher for their child, we do not make assignments based only on parent preference. Should parents feel they need to make a request for a teacher, that request needs to be submitted in writing to the building principal prior to the end of the current school year before dismissal for summer.

## **PURPOSE OF THE RRRM ELEMENTARY SCHOOL DISTRICT DEVELOPED INSTRUCTIONAL SERVICES DELIVERY SYSTEM**

The purpose of the DDISDS Plan is to outline a continuum of services available for helping all children in the RRRM Elementary School achieve high standards. All available options need to be considered. Special education is one of the options. The decision whether or not to provide special education is a team decision. The prescription of special education may or may not be appropriate depending upon whether the student meets certain criteria which will entitle them to special education services. Failure to thrive in a general education environment is not of and by itself sufficient evidence of the need for special education. Data from a number of sources must be considered in making this decision. Baseline performance data, discrepancy analysis, outcome criteria, ongoing intervention design, and graphic representation of progress monitoring are essential elements in determining the next steps. (This information is taken in part from the AEA267 Special Education Manual)

## **HARASSMENT & BULLYING**

Unwanted and unwelcome sexual behavior, including sexual comments, touching and grabbing, is not acceptable behavior and will not be tolerated. Intimidation of others is also not acceptable behavior. This kind of behavior includes verbal and physical abuse and should be reported to the building principal.

Board Policy 104 addresses harassment and bullying and a copy can be obtained from the office.

## **SECTION 504 NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the Rudd-Rockford-Marble Rock Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Elementary Principal, Rudd-Rockford-Marble Rock Community School District, Box 218, 1460 210th Street, Rockford, Iowa 50468 telephone (641) 756-3508 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3.

**PHYSICIAN'S STATEMENT OF SPECIAL DIET REQUIREMENTS**

Requests for special diet considerations for students participating in the RRMR school lunch program must be accompanied by this signed physician's statement, which indicates the type of problem, substitutions allowed and the duration of the substitution. **The signed statement should be given to the director of the food services program, Van Carrier.**

STUDENT NAME \_\_\_\_\_

PARENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TYPE OF ALLERGY OR MEDICAL PROBLEM \_\_\_\_\_

\_\_\_\_\_

TYPE OF SUBSTITUTION ALLOWED \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

DATE OF REEVALUATION OR DURATION OF SUBSTITUTION \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PHOTOGRAPH OR VIDEO TAPE OF STUDENTS**

Parents will be requested to fill out this form online during the registration process giving the RRMR Community School District permission to use photographs or video tapes of students for RRMR educational and promotional purposes.

I, \_\_\_\_\_, parent of \_\_\_\_\_, do hereby give permission to the Rudd, Rockford, Marble Rock Community Schools to photograph and use photos of my child(ren) for a newsletter, brochure, annual report or other printed or electronic publication providing information for possible public use featuring the Rudd, Rockford, Marble Rock Community School District. I give this consent and will make no further claims of any nature.

Signed  
Address  
Phone (    )

**NOTES**

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**NOTIFICATION OF NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Rudd-Rockford-Marble Rock School District not to illegally 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 the district’s Equity Coordinator, Nick Johnson, 1460 210th St., Rockford, IA, 50468, (641) 756-3813, [njohnson@rockford.k12.ia.us](mailto:njohnson@rockford.k12.ia.us).