

Glidden-Ralston Elementary Student Handbook

2025-2026

WELCOME

Welcome to the Glidden-Ralston Community Schools. We are striving for the BEST students and each one of you has the ability to be the BEST. Through the cooperative efforts of students, teachers and support staff, our graduates will:

- Be respectful and responsible citizens;
- Effective communicators;
- Self-directed learners; and
- Thinkers, problem solvers.

District Mission: *Educating for life-long learning.*

District Vision: *Where tomorrow's success begins today.*

Wildcats Are: Proud, Respectful, Responsible, Kind, United

SCHOOL SPIRIT AND SPORTSMANSHIP

An important part of character is school spirit and sportsmanship. Some schools have it, others don't. It is one of the basic considerations in determining the quality of a school. Occasionally the term, school spirit, is misunderstood. A few students feel they are expressing school spirit simply by being noisy in support of the school's athletic teams.

Wholehearted support of Glidden-Ralston teams, win or lose, is essential, but it is not the only obligation of one who wants to display a spirit of loyalty. Respect for the opponent and an attitude of common courtesy is due to all visitors to our school. A student asked to leave during a school activity for inappropriate behavior will not be allowed to attend future events for the remainder of the season/year.

A student proves school spirit by taking an interest in all activities of his/her school and fellow students. This includes extra curricular events as well as day-to-day school activities in the classroom. School spirit also means an attitude of friendliness and helpful cooperation toward fellow students and staff.

RELEASE OF INFORMATION

By law, the names of students enrolled in a public school along with information such as address, date of birth, phone number, activities and other information is considered public information and must be given when requested unless the student or parent has specifically requested that such information not be released. If you do not want this information released, you must make the request annually in writing to the Principal.

FREE AND REDUCED MEAL PROGRAM

The state and federal governments provide free and reduced meals for students in families, which meet income guidelines for the program. Applications for the Free and Reduced Meals Program are available in the principal or superintendent's office. Students on free and reduced lunch may eat only one lunch a day unless they wish to purchase a second lunch at

regular price. If your child is on free or reduced lunch, you may wish to send additional money to purchase double lunches, extra milk or seconds.

LUNCH ACCOUNTS

Notices will be sent through Infinite Campus when students have a negative account balance. Parents/guardians may check student account balances on the parent portal through Infinite Campus.

LUNCH

Payment for meals will be made in the central office from 8:00 A.M. to 9:00 A.M. Students in grades PK-6 will give their money to their homeroom teacher and this will be forwarded to the central office. You may send any amount. The money is recorded in the lunch accounting system and each meal is deducted from the individual child's account.

Student Fees

School Fees

The school district charges fees for certain items and activities. Students whose families meet the income guidelines for free and reduced price lunch are eligible to have their student fees waived or partially waived. Below is a list of fees for the 2025-2026 school year:

Grades PK-2 Grades 3-12 Adult Other

PK-12 Breakfast \$2.10

PK Lunch \$2.40

K-12 Lunch \$3.05

Extra Milk \$0.55/carton

Adult Meal \$4.97

Materials Fee

K-3 \$25

4-12 \$50

CHANGE OF ADDRESS AND PHONE NUMBER

In the event of an emergency, the office must be able to locate parents or guardians immediately. Change of address or phone numbers must be reported to the office as soon as possible.

HOMELESS

If your family lives in any of the following situations a) in a shelter, motel, vehicle, or campground, b) on the street, c) in an abandoned building, trailer, or other inadequate accommodations, d) doubled up with friends or relatives because you can not afford housing then school-aged children have the right to attend school and participate in school programs. For more information contact the school homeless liaison, Tom Borchers at (712) 659-3411 or at the school. If you need further assistance, call the National Center for Homeless Education at 1-800-308-2145.

STUDENT USE OF OFFICE PHONES

Students will be allowed to use the phones in the offices in the event they need to contact home. Students should inform parents not to call them to the phone or ask that messages be delivered except for very important reasons. Students will not be called from class to take a phone call except in cases of emergency.

SCHOOL CLOSING

When it is necessary to close school, dismiss school early or run alternate bus routes, an announcement will be made over local radio stations, Facebook and through Infinite Campus Messaging.

FIRE, TORNADO AND CRISIS DRILLS

Fire, tornado and crisis drills will be held periodically. Posted in each room will be the exit procedure for fire and tornado for that room. Follow those procedures when the appropriate alarm sounds. Never run, push, or shove. Students should conduct themselves in a quiet orderly fashion.

FIRE ALARMS

Fire alarms are placed throughout the building to insure the safety of the entire PK-12 grade student body. Upon investigation, if a student(s) has pulled a fire alarm for reasons other than fire, severe disciplinary action will be taken including the possibility of expulsion.

HEARING SCREENING SERVICES

Personnel from the area education agency (AEA) will screen students with a history of hearing problems and all special education students. Parents may request that their child *not* be screened if they so desire. Parents who do not want their child screened should notify the school nurse.

LEAVING THE SCHOOL GROUNDS

No student is to leave the school grounds during the day unless he/she has permission from his/her parents to leave the grounds stating the reason and destination and has permission from the office.

STUDENT BICYCLE RIDING

If students plan to ride a bicycle to and from school, they are responsible for it. A bicycle lock of some kind is highly advisable. Bicycle racks are provided and are to be used.

LOCKERS

Each 4-12 grade student will have access to a locker. While personal items may help to improve the aesthetic value of these metal lockers, students are urged to exercise caution when personalizing their lockers. Do not bring items of value and leave them in your school locker.

No food or beverage is allowed in student lockers. The only exception is a legitimate sack lunch or items for planned classroom parties. Students found with food or beverages in their lockers will have the items confiscated.

While the contents of student lockers are the personal property of the student, the lockers are in the school building and are the property and concern of the school district. School officials may search student lockers if they are thought to contain stolen property, hazardous materials or illegal substances. Locker inspections are conducted periodically during the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Students will be present when their lockers are being inspected.

WEAPONS

Weapons or ammunition are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal.

ILLNESS AT SCHOOL & SCHOOL NURSE

A school nurse is here on Monday through Friday from 8:00 A.M. to 3:30 P.M. In case of an accident or illness at school, parents or emergency contacts will be notified. If a student becomes ill during the school day, that student must see the nurse before being excused from school.

INJURY

In case of a student injury, students should notify the supervising teacher or coach, as well as the Principal's office as soon as possible.

ABUSE BY SCHOOL EMPLOYEES

Any student who feels he or she has been the victim of abuse at the hand of any school district employee shall report the alleged abuse to Tom Borchers or Tricia Bock (Level I Investigators) (712) 659-3411.

ANTI-BULLYING/HARASSMENT (Board Policy 104)

The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or school counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. Students who feel they have been bullied or harassed need to notify school officials. The following complaint form is available from the central office and the school counselor's office.

SCHOOL BUS/SUBURBANS RIDING PROCEDURES

Students riding regular route buses are expected to follow rules and directions of the driver. All students are expected to practice appropriate behavior and courtesy toward drivers and other students while on or around school buses. If students are not following expectations, a school bus incident report will be completed by the driver of a suburban or bus. Any student creating a discipline problem on or around buses will lose the privilege of riding buses.

The district has four regular bus routes. Elementary students must present a written note from their parent/guardian to the central office or their classroom teacher when they wish to ride the bus if they do not normally ride, or if they wish to ride on a different bus than normal. The office personnel or the classroom teacher will then prepare a permission slip, which the student gives to the bus driver. **Phone calls will only be accepted in cases of extreme emergency.**

DIGITAL VIDEO RECORDERS (DVR) ON BUSES

The Glidden-Ralston Board of Directors has authorized the use of digital video recorders on school buses. The recorders will be used to monitor student behavior to maintain order on the school buses and promote a safe environment. Students and parents are hereby notified that the content of the recorders may be used in a student disciplinary proceeding. The content of recorders are confidential student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

REGULATIONS GOVERNING STUDENT BEHAVIOR ON SCHOOL BUSES OR SUBURBANS

1. Students are under the authority of the bus driver.
2. Students shall be on time for the bus both morning and evening.
3. Students shall remain seated while the bus is in motion.
4. Students shall not extend their hands, arms, or head through the bus windows nor throw objects about in the bus or through the windows.
5. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must stop until the bus has crossed the tracks.
6. Students shall request permission of the driver to open bus windows.
7. Students shall keep the bus clean and refrain from damaging it.
8. Students shall be courteous to the driver, to the fellow pupils and to passers-by.
9. Students shall enter and leave the bus at the school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions.
10. Students shall refrain from crowding or pushing.
11. Students shall refrain from talking to the driver while the bus is in motion.
12. Each student shall go directly to his or her seat upon entering the bus.
13. Roughhousing on the bus is prohibited.
14. Students shall keep feet off the seats.
15. Students shall keep sharp objects off the upholstery.
16. Books and other property stowed out of the way, and the aisle must be clear at all times.
17. Shooting paper wads or throwing other materials in the bus is not permissible.
18. Students shall avoid playing or loitering on the highway when waiting for a bus.
19. All students shall be received and discharged from the right front entrance of every school bus and if pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions, and proceed to cross the highway only on a signal from the bus driver.
20. Students may not consume food or drink on the bus.
21. That student will pay for damages to the bus as a result of the student's misconduct.
22. Students are expected to display appropriate behavior on the bus or a suburban. Riding a school vehicle (bus or suburban) is a privilege. Discipline for poor bus/suburban behavior may include having an assigned seat to being removed from the school vehicle for a period of time.

MEMORIAL GARDEN RULES

The Memorial Garden is a place for students, staff and the community to enjoy. Student rules for the Memorial Garden:

1. Students are not allowed in the Memorial Garden without staff supervision.
2. Students should behave in a respectful manner. This includes picking up all trash and staying out of the flower garden.
3. At no time will students be allowed to throw or kick rocks.
4. Once students go outside they are required to stay outside until the supervisor lets them go back inside the building.

Violation of these rules will result in loss of privileges for everyone.

CARE OF SCHOOL PROPERTY

School property does not belong to any one student. It is paid for by people in the community and used by hundreds of students. Consequently it is an absolute necessity that all students respect this shared property and take pride in its maintenance. A conscious effort must be made by all students to dispose of waste paper and gum properly, and exercise care not to scratch or mar tables and writing surfaces. Any student who is responsible for writing on walls, restrooms, technologies, classroom walls, including destroying school property may be suspended from classes for one to three days including having to pay for damages.

STUDENT CONDUCT

Students who choose to behave in a manner contrary to our standard of student conduct must understand that they also choose the disciplinary action that will result. Teachers and administrators do not give students disciplinary action; students elect it by their choice of behavior. Consequences such as warnings, minors with detentions, or majors with more severe consequences may be given to a student who is not following expectations. Classroom time is very valuable. Classroom instruction is perhaps the most important function of our school. No student behavior that disrupts the classroom so as to keep the teacher from teaching or other students from learning can be tolerated. No student behavior in the hallways, lunchroom, or other areas that interferes with classes or is otherwise noisy, disorderly, or destructive will be accepted.

CONDUCT AT ACTIVITIES

Student conduct at ball games, concerts and plays can be a problem but with your cooperation this can be resolved. While an activity is in progress, the student is to be seated and watching the event. Special seating is used for basketball and football games. Students who do not behave properly will be prohibited from attending future activities.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, and selection of educational materials, equipment, curriculum and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal with the school counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Glidden-Ralston Community School District, Glidden, Iowa 51443; or by telephoning 712-659-3411.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hill Blvd., 8th Floor, Kansas City, MO. 64153-1367, (816) 891-8156 or Iowa Department of Education, Grimes State Office Building, Des Moines, IA (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administration office.

Statement of Non-Discrimination

The Glidden-Ralston Community 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) in its educational programs and its employment practices.

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JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session and/or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupt the rights of other students to obtain their education to participate in school activities; or conduct which interrupt the maintenance of a disciplined atmosphere. Disciplinary measures may be enforced.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students or parents with questions or concerns may contact the administrative offices for information about the current enforcement of the policies, rules or regulations of the school district.

BEHAVIORAL PRACTICES

Our goal is to implement evidence based behavioral practices that teach and encourage positive behaviors and proper social skills. Our students strive to be responsible, be respectful, and be safe.

SCHOOL HOURS

The school day for grades PK-6 runs from 8:15 A.M. to 3:30 P.M. Students are not to arrive at school before 7:30. Breakfast is served from 7:30-8:00 AM. Class dismissal times start at 3:25 and all students are dismissed by 3:30 P.M. Upon dismissal, bus students will board their bus immediately and stay on that bus. Town students shall go directly home.

ATTENDANCE

Regular attendance in classes is one of the highest priorities of the Glidden-Ralston Schools. The interaction and activity that result from classroom instruction are a substantial part of the educational experience of any class. You can only hope to do your best in class by being in attendance.

When Absent

Students who know they will be absent must notify the office prior to the absence. If the absence is anticipated several days in advance, please call in at that time so the student can make up the work in advance of the absence. If advance notification is not possible, parents must notify the office at 712-659-3411 on the day of the absence prior to 8:45 a.m. If notification is not received, the office will contact parents..

The school determines whether an absence is excused or unexcused.

The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:

1. Personal illness
2. Family death or emergency
3. Medical appointments that must be made during school time.
4. Court appearance if a summons or subpoena has been issued by the court and the clerk of the Magistrate Court validates the appearance.
5. College visits with the recommendation of the counselor (see page sixteen for allowable number).
6. Family trips and other extended absences, which can be justified from an educational standpoint. The Principal must approve these absences in advance and arrangements made with each teacher involved for the make-up of work to be missed.
7. School initiated absence (no parent excuse required)
8. State level tournament games or sessions in which Glidden-Ralston students are participating or in which the students have participated in during the school year.

The following absences are examples of unexcused absences:

1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness.
2. Leaving the building during the day without parental excuse and authorization of the office.
3. Haircuts
4. Oversleeping
5. Car trouble (a parental call will help determine if this absence or tardy is excused or unexcused with the final determination being made by the administrator)
6. Shopping trips
7. Senior pictures
8. Hunting (unless it is a planned family vacation away from this area that can not be scheduled at another time).

Excessive absences

Adequate class attendance and participation is a requirement for course credit earned and applied toward graduation. The Glidden-Ralston Schools will not grant credit to students who have casual attendance records.

When a student has been absent from school 7 times during a school year, the parent or guardian will be informed by email of the student's absence record. When 15 absences have occurred the parent or guardian will receive a phone call and a letter. In addition, a meeting will be set up to discuss how we can improve attendance going forward. Following 20 absences the matter will be referred to the County Attorney. When absences are unexcused, the parent will be notified after three unexcused absences.

STUDENT ABDUCTION

School officials will make every attempt to prevent student abduction. Because of possible abductions and for the safety of your children, we **must** have a phone call to the attendance office (659-3411) by 8:45 if your child will not be in school. Parents may leave a message on our answering machine any time outside of regular school hours. If we do not receive a call by this time and your child is reported absent, we will call you (or a party designated by you). If your child is to be picked up anytime during the day or after school by anyone other than the following: (parents; legal guardian or custodial parent) we must be notified in writing.

CONTAGIOUS DISEASES

After a child has been out of school with a contagious disease, it will be necessary for the child to present a slip from a doctor stating that the child is completely over the illness and will not transmit it to others.

ACADEMICS

A reasonable amount of homework can be expected at most grade levels, and the student should do the homework with as little help from the parents as possible. Standards based grading will be used utilizing the following proficiency scale:

4 Exceeding

The student has mastered the standard's expectations AND gone above and beyond its expectations and applied skills in an authentic and advanced manner.

3 Meeting

The student has MET the grade-level standard.

2 Progressing

The student has gained an understanding of the vocabulary and simpler processes of the standard. Students are able to do the prerequisites necessary for the standard (3), but not able to do what the standard requires.

1 Beginning

The student can achieve partial success with the vocabulary and simpler processes of the standard WITH HELP (from a classmate, assistant, or teacher).

STUDENT REPORT CARDS

Report cards will be issued each quarter to grades PK-6.

PARENT TEACHER CONFERENCES

Parent Teacher conferences will be scheduled twice a year. The office personnel will work with you and the classroom teacher to select the dates and times to schedule your child's conference. We have always had a high percentage of participation and encourage you to maintain this status. If you have questions at any time, do not hesitate to call.

DISCIPLINE

To maintain an orderly and efficient school, it is important that students are well disciplined and mannerly. We appreciate the cooperation you have given us in the past and are sure this fine spirit will continue. You will be notified by the classroom teacher and administration if your child has serious or ongoing discipline problems.

CELL PHONES, CARDS AND GAMES

All cell phones will be turned off and placed in a cell phone box in the classroom to start the day and will not be removed until the end of the school day. Since students' primary responsibilities during the school day is to learn, complete work and study, any device or item that distracts students from that purpose will not be permitted. Therefore, cards, cell phones, smart watches and games not belonging to the school district may be confiscated and kept in the office until the end of the day. Parents may be asked to come to pick up the confiscated items. If you need to communicate with a student at school the teacher can be emailed, or you may call the office.

STUDENT DRESS

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

1. Clothing with vulgar writing or "double meaning" messages are not permissible.
2. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed.
3. If shorts are worn, briefly cut shorts may not be worn.
4. Spaghetti strapped shirts or dresses, *low cut shirts and dresses*, and *halter-tops* will not be acceptable. This would include basketball practice jerseys. Bare midriffs will not be acceptable.
5. Hats may not be worn in the school by PK-6 students. They must be removed when entering the building.
6. Coats may not be worn in a classroom without permission of the teacher. Earbuds may only be worn/used when the teacher requires them.
7. Undergarments should not be visible when wearing any type of clothing.

Any student violating the above guidelines will be subject to disciplinary action which will include:

First offense: Warning and change of clothes.

Second offense: Parent notification / detention after school in the high school office and change of clothes.

PHYSICAL EDUCATION CLOTHES/SHOES

The physical education instructor will inform the students at the beginning of the year on what clothes will be necessary. Students in grades PK-6 will need tennis shoes to be used in the gym and that are to be left here at the school. Valuables are to be given to the physical education instructor at the beginning of the period for safekeeping.

LOST CLOTHES AND MISCELLANEOUS ARTICLES

Each year we amass an amazing amount of "lost" articles and other articles with no names on them and no one seems to want to claim these items. If your child is missing something, check our lost & found area or give us a call. We may have it.

MONEY

The only needs a student has for money at school would be to pay for breakfast/lunch, or possibly a field trip. Families are asked to pay for costs associated with field trips for admission/tickets. If you are unable to pay these fees please let us know at school. We do have donors who are willing to help out in these situations.

WELLNESS POLICY

The Glidden-Ralston Community School District participates in the national hot lunch program administered by the Federal government. As part of the program we are required to have a wellness and nutrition policy with guidelines for food and beverage items available at school. The policy has specific guidelines for foods that are allowed for snacks, birthday parties, sack lunches etc. Pop and candy will not be allowed in the lunchroom during lunch. Students bringing their lunch from home may purchase milk or juice in the lunchroom or bring a beverage other than pop with them from home. The Glidden-Ralston policy is available on the web page or we will send you a copy in the mail at your request. We also have available a student and parent handbook with guidelines. Please make yourself aware of these guidelines.

Multi-Tiered System of Support (MTSS)

Multi-tiered Systems of Support is an initiative that schools use to help all students perform better. Initially it was created for just at-risk students. The general philosophy is that no students will fall through the cracks. Every student gets what he/she needs everyday to help improve his/her skills based on individual need. All students work on bolstering their reading skills daily for 15-25 minutes. We use a multitude of materials, programs and personnel to meet students at their current level and move them forward.

ROOM PARTIES & INVITATIONS

Room parties will be limited to the following occasions: Halloween, Winter, Valentine's Day and the end of the school year. Committees are usually formed to provide treats for these occasions. We do allow students to bring birthday treats if they wish. **Please be aware of food allergies in your child's classroom. Remember that home-baked goods are no longer acceptable classroom treats.** The district requires pre-packaged snacks for the safety of all students.

If a birthday party or other invitations are brought to school to be distributed, every girl or every boy or every child in the classroom MUST be included in the invitation.

RECESS

PK children have recess twice a day for a total of 60 minutes. K-3 children have recess three times a day for a total of 60 minutes. 4th-6th grade children have recess one time a day for a total of 30 minutes. All children participate. Students will go outside unless the school receives a note from a healthcare provider. Generally if a student is too ill to go outside they are likely too ill to be in school.

Daily recesses are held throughout the winter months. Please be sure your child is dressed appropriately for the winter weather. Every child will need boots, hats, snow pants and mittens at recess time. Please label your child's cold weather clothes, including mittens and gloves. The guidelines that are used for appropriate clothing for the weather conditions follows:

1. Recess temperatures and appropriate apparel:
 - a. 60°F or above: short sleeves and shorts are acceptable.
 - b. 50°F-59°F: long sleeves and pants are necessary.
 - c. 49°F-40°F: coats or sweatshirts are recommended.
 - d. 39°F or below:

- i. Snow pants, boots, winter coats, and gloves are necessary to play and walk on the snow. Otherwise, students will stay on hard, snowless surfaces.
 - ii. Students who are in shorts or short sleeves are to be sent to the nurse or they stay inside for recess.
- e. 10°F-1°F ~ Students have a shorter recess. Winter apparel listed above is still needed.
- f. 0°F or below (feels like temp), students have inside recess.

PLAYGROUND RULES

1. Stay within the boundaries.
2. Use playground supplies and equipment appropriately.
 - a. Only go down the slide on your bottom. (No objects on the slide.)
 - b. Do not hang by your knees or climb on equipment supports.
 - c. Benches are for sitting only.
 - d. Three pushes on the tire swing. (No do overs). Closed-toe shoes are required.
 - e. Sticks, rocks, dirt/mud stay on the ground and no throwing of snow and leaves.
 - f. Walk on the equipment.
 - g. Sit on the swings and swing forward and back only.
 - h. *For K-3 ~ If you are not tall enough to go on the glider, then you may not use it.
3. You may not grab or hold on to another person.
4. You may play two-hand touch or flag football.
5. When the whistle blows three times, line up with line basics (facing forward, hands at your sides, voices off) immediately.
6. Any inappropriate behavior such as fighting, inappropriate language, throwing objects to cause harm, destruction of property, spitting, biting, or other objectionable behavior relating to the safety, well-being, and respect of others will result in a playground incident report being completed by the playground monitor which will be sent home and signed by the parent/guardian and child.

First Offense. Student warned and the parent/guardian notified of the incident.

Second Offense: Student issued a walking recess for no more than five days at teacher discretion.

Third Offense: Student issued an adult recess buddy for no more than 10 days at teacher discretion. The principal is notified.

Fourth Offense: Parent/Principal conference scheduled.

STUDENT VISITORS

Student visitors will only be allowed with permission from the Principal.

ANIMALS/PETS

A trained therapy dog comes to our school regularly to be with students throughout the day. Occasionally students have requested to bring a pet or small animal to school. Prior permission must be obtained from the Principal and the

classroom teacher, and in most cases we will try to arrange a site outside the building before any animal will be allowed in the school.

CLASSROOM RULES

PK-3 Classroom Rules

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Raise your hand to be recognized before talking.
4. Use a calm soft voice in the building.
5. No teasing, name calling, or inappropriate language.
6. Return and stay in your seat after recess and lunch.

4th-6th grade classroom rules

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise your hand to be recognized before talking.
4. Use a calm, soft voice in the building.
5. No teasing, name calling, or inappropriate language.
6. All assignments are to be completed and handed in on time.
7. Come to class prepared and ready to work.

LEGAL NOTICES

Annual Notice of Nondiscrimination

It is the policy of the Glidden-Ralston 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 the Equity Coordinator at 712-659-3411

Section 504 - Student and Parental Rights

The Glidden-Ralston Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based up
- the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;

- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Discrimination Grievance Procedures

It is the policy of the Glidden-Ralston 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 the Equity Coordinator at 712-659-3411.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others. A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

FILING A COMPLAINT

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

INVESTIGATION

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

DECISION AND APPEAL

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Search And Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is 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, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school.