



Inman Primary School



"Its Going To Be A Great Ride"

Come ride with us as we journey into the future of education at IPS!



Serving Pre-School through Third Grade Students in Red Oak, Iowa

Parent/Student Handbook 2011-2012

Mr. Terry Schmidt
Superintendent

Mrs. Gayle Allensworth
Principal

INMAN PRIMARY SCHOOL

900 Inman Drive
Red Oak, Iowa 51566

Telephone (712) 623-6635

Fax (712) 623-6638

Staff	Assignment	Extension
Allensworth, Gayle	Principal	2202
Bruce, Jen	Teacher - Grade 3	2124
Carlson, Elaine	Paraprofessional	2131
Carmona, Val	Food Service	2208
Craig, Peggy	Paraprofessional	2131
Crouse, SueAnn	Teacher - Kindergarten	2108
Currin, Tonya	Paraprofessional	2131
DeBolt, Beth	Administrative Assistant	2201
Dentlinger, Connie	Teacher - Grade 1	2114
Deter, Chris	Teacher - Special Education	2131
Dolch, Becky	Teacher - Grade 1	2110
Dunn, Terri	Teacher - Grade 1	2114
Elarton, Jennifer	Paraprofessional	3308
Erickson, Janelle	Media Specialist	2210
Erickson, Joe	Teacher - Grade 1	2112
Euken, Teresa	Teacher - Art, Grades K-5	2122
Fast, Norma	Literacy Coach- Grades K-8	2117
Fellers, Patricia	Teacher - Grade 2	2130
Foote, Sharon	Food Service, Director	2208
Forward, Brian	Custodian	2200
Foy, Alan	Custodian	2200
Graber, Deb	Teacher - Developmental Kindergarten	2111
Guerra, Linda	Translator	2107
Hambright, Bev	Teacher - Special Education	2105
Holland, Lori	Teacher- Title Reading/Reading Recovery	2116
Jones, Kelly	Teacher - Grade 3	2123
Jones, Robin	Administrative Assistant	2200
Kaiser, Becki	Teacher - ELO	2108
Kelly, Barb	Teacher - Grade 2	2125
Laughlin, Stephanie	Teacher - Kindergarten	2102
Lamb, Roxanne	Teacher - PE	2209
Mathisen, Amy	Teacher - Preschool Special Education	2121
Moore, Jewell	Teacher - Title Reading/Reading Recovery	2109
Nurse	Nurse	2204
Nielsen, Carol	Teacher - Kindergarten	2100
Nix, Dee	Paraprofessional Media Center	2210
Penry, Paul	Custodian	2200
Powers, Sherry	Paraprofessional	2111
Schellhammer, Stacey	Guidance Counselor	2127
Smith, Arlene	Teacher - Right Start Preschool	3308
Smits, Melinda	Teacher - Kindergarten	2106
Snyder, Lauren	Teacher - ELL	2107
Spotts, Shelley	Teacher- Title Reading/Reading Recovery	2118
Stephens, Lacey	Paraprofessional	2200
Sterbick, Rebecca	Teacher - Grade 2	2128
Taylor, Deb	Food Service	2208
Trumble, Barb	Paraprofessional	2121
Vannausdle, Tracy	Teacher - Grade 3	2119
Walford, Kim	Teacher - Grade 2	2126
Waltz, Jane	Paraprofessional Media Center	2210
Wemhoff, Linnea	Teacher - Music, Grades K-5	2120

Dear IPS Families and Students:

WELCOME to Inman Primary School!

We are excited to work with you this year and can hardly believe that summer is over and it is time to kick off a new school year. We want to continue our goal in developing meaningful partnerships with you so that the students at Inman Primary School will have a successful school year, learn a lot and do their best - everyday.

We hope this guide will provide you with an introduction to IPS, and we encourage you to keep it as a handy reference throughout the school year. If you have questions, concerns, or simply wish to visit with us, we welcome your call. Again, welcome to IPS. We are looking forward to sharing an exciting year with you and your child(ren)!

You are always welcome at Inman Primary School! We will make every effort to ensure your child's success is at the highest level possible. Thank you for your support and participation in your child's education! We look forward to working with you!

Respectfully,

Mrs. Gayle Allensworth
PK-3 Principal



ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If you cannot be reached, the persons you have designated as emergency contacts will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child when you cannot be reached. Please ask these people before listing them, to be sure that they are willing to take this responsibility. Please be sure that the numbers you have given us for home, work and emergency contacts are accurate. If at any point during the school year this information changes, notify the office immediately so that our information is always correct. This allows us to provide the best emergency care for your child.

ANIMALS (PETS)

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

ATTENDANCE

We believe that regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process.

When a child is absent from school, the parent/guardian needs to notify the school office as soon as possible for verification purposes. If we do not hear from you by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.

Should a child be absent three consecutive days from school due to illness, we may request verification from your child's doctor.

If for any reason you wish to pick your child up from school before dismissal, you will need to come to the office in order to have them paged. Parents or guardians will be asked to "sign-out" for their child in a notebook kept in the office.

BEHAVIOR

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Primary has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know student respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Primary will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectations:

Every child in our school has the right to:

- Learn in a class free of disruptions
- Learn in a classroom free of putdowns and harassment

- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

Process:

Students not meeting discussed expectations will:

1. Receive a warning from staff
2. Go to Safe Seat (loss of class activities, complete a Think Sheet, make up class work, process with teacher)
3. Go to Buddy Room (complete a Think Sheet, make up class work, process with teacher, may result in attending weekly After School Behavior Support Workshop)
4. Go to Office (complete a Think Sheet, student calls home to parent, attend a weekly After School Behavior Support Workshop, make up class work, process with teacher)

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day.
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: TREATS AND INVITATIONS

Birthdays are special and we enjoy helping our students celebrate them. We do ask parents to use good judgment in what they send. If your child brings a birthday treat, there must be enough for every child in the classroom. Invitations for birthday parties may not be handed out in school unless all students in the class are invited. Feelings are hurt when not all class members are invited and invitations are distributed in everyone's presence.

BOOK CHARGES

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CARE OF SCHOOL

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Gum is not to be chewed in the building or on school grounds. It is our sincere desire that all students take pride in caring for their school building and its surroundings. We want to encourage the students to keep it as neat and clean as their own home. Students that purposely make a mess are expected to clean it up.

CHILD CUSTODY

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

CHILD SAFETY

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

CONFERENCES

Parent-Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child's teacher. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress. In addition to conferences, parents may receive communications throughout the school year. Parents should discuss appropriate items with their child. If there are questions, contact your child's teacher.

DISCIPLINE: See "Behavior"

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission (written or verbal) will be required prior to the student's participation in a field trip. Excursions are appropriate walking trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in an excursion please notify your child's teacher.

HARASSMENT/BULLYING

All individuals at Inman Primary School have a right to feel respected and safe. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, and/or the principal.

HOURS

School hours are from 8:25 AM.-3:15 PM each day. Students are welcome on school grounds after 7:45AM., if they are having breakfast and either walk or are dropped off at school. All other students who walk or are dropped off at school should arrive no later than 8:10 A.M. Bus students will arrive between 8:00 AM and 8:05 AM. Those students eating breakfast will go directly to the cafeteria. Breakfast will NOT be available if a student arrives after 8:10 AM and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Many times school may be dismissed early due to inclement weather or professional development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

Please make sure that your child's teacher is aware of how he/she will leave school at the end of each day. Notify the school at least one hour, prior to dismissal, should a change in plans be necessary i.e., walk home, ride the bus, will pick-up, etc. We want to ensure that all changes are properly communicated to the teacher and student before dismissal.

INCLEMENT WEATHER: SEE: District-wide Parent/Student Handbook (attached)

IMMUNIZATIONS: SEE: District-wide Parent/Student Handbook (attached)

LOST AND FOUND

Lost and found articles are placed in the elementary office and in a box in the main hallway. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. **Students will not be permitted to share/trade/sell food items provided by the school or brought from home.** Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly". Your child should be able to open items sent in their lunch.

MEDICATION: SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the students name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

PARENT ADVISORY COMMITTEE

Inman Primary School has a PK-3 Parent Advisory Committee. This committee is provided with pertinent information regarding the school and district. It also gives the parent members an opportunity to ask questions and provide input in relationship to the educational programs at this level. PAC meets approximately six times a year in the evening for one hour.

If you are interested in serving on PAC for the current school year, please notify the building principal so that your name will be added to the list for consideration.

PARENT/TEACHER REQUESTS

We understand that every student is unique and special; therefore, every attempt will be made to meet each student's needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. The following procedures are used at Inman Primary School when parents desire to request a particular teacher for their child.

All requests are to be in writing and received by the principal no later than the last day of the current school year. Parents must state the reason(s) for the request. At least two names for teachers must be included for consideration.

The school values parental input but cannot guarantee that all requests will be honored. After the building principal and teaching staff develop and finalize the class lists, no changes will be made unless there are extenuating circumstances.

PARTIES

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes. Arrangements for these parties will be made cooperatively between teacher, parents and pupils as the situation permits.

PERSONAL PROPERTY AT SCHOOL

We would prefer that students NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers and the principal work together in order to ensure that students achieve to their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to determine what is in the best interest of the student.

RULES: See "Behavior"

SCHOOL BREAKFAST/HOT LUNCH/MILK MONEY

Send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account and deducted accordingly. You will be notified when there is a balance of \$5.00 or less in your child's account.

LUNCH SCHEDULE:



Kindergarten	11:30-11:55 AM
First Grade	11:00-11:25 AM
Second Grade	12:30-12:55 PM
Third Grade	12:00-12:25 PM

SCHOOL PLEDGE: THE ABC PLEDGE

I promise to be a good student at Inman Primary School:

Always do my best;

Be responsible and respectful; and

Cooperate with others.

SCHOOL SONG :(Sung to the tune of It's a Small World)



It's a world of children, a world of smiles
It's a world of learning, a world of trials,
There's so much to be done.
But there's still time for fun.
We're the best and brightest too!

Inman Primary we're the best,
Inman Primary tops the rest,
Inman Primary is so cool,
Inman Primary is our School!

(By: Jen Bruce, July 2003)

SCHOOL VISITS

Visitors are always welcome at Inman Primary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please do not expect a conference with your child's teacher when class is in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Primary School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. Our program has been designed to identify and utilize school, family

and community resources in assisting students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **DO NOT** park in the bus loading zones of each school.
2. All students should be dropped off and picked-up in the appropriate areas at each school:
 - Webster - Valley and Joy Streets
 - Washington - Washington Avenue, south side of the building
 - Middle School - Hammond Street, south side of the building



TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver is in charge of pupils and the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No “horseplay” permitted.
- Unnecessary conversation with the driver is prohibited.
- Students must remain seated at all times.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student’s regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

Inman - Front of the building on Inman Drive. **Not in the circle driveway.** When dropping off or picking up a child at IPS, always pull to the curb. Do not stop in the middle of the parking lot to pick up or drop off a child. **PLEASE REMAIN IN YOUR VEHICLE.** Otherwise, use the designated areas for parking. Please be aware of the **NO PARKING AREAS**. This also includes the yellow painted curb by the north entrance. This can create congestion and interfere with the flow of the traffic. If you are getting out of your vehicle, please park in the front parking lot. Please park in the appropriate designated areas only. **Safety and patience is of the utmost importance at the end of the school day.**

This is only intended to prevent serious injury and to ensure the safety of all students. We encourage your child(ren) to use the crosswalks at each school.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.
- We would also request that volunteers not bring their preschool age children when volunteering at school.

VOLUNTEERS: PARENT-TEACHER ORGANIZATION

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!