

Inman Elementary School

Handbook

Grades K-6th

2023-2024 School Year



MISSION STATEMENT

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

Dr. Jane Chaillie, Principal
900 Inman Drive
Red Oak, IA 51566

Email: chailliej@redoakschools.org
Phone: 712-623-6635
Fax: 712-623-6638

Equal Educational Opportunity

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.

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.

RED OAK COMMUNITY SCHOOLS
INMAN ELEMENTARY STUDENT HANDBOOK 2023-2024
Mission Statement

School Information at a Glance

www.redoakschooldistrict.com

Red Oak Preschool

Jane Chaillie, Principal

400 W. 2nd Street

Red Oak, Iowa 51566

(712)623-6630

Red Oak Preschool Schedule

Drop Off begins @ 7:45 AM

Full Day Session: 8:00 AM - 2:50 PM

(Monday, Tuesday, Thursday)

8:00 AM - 1:50 PM (Wednesday)

Inman Elementary (K-6)

Jane Chaillie, Principal

Jamie Sherley, Assistant Principal

Debbie Graber, Student Success Coordinator

900 Inman Drive

Red Oak, Iowa 51566

(712)623-6635

Inman Elementary Schedule

Arrival/Breakfast: 7:40 AM

Tardy: 8:00 AM

Dismissal: 3:10 PM (Wednesday 1:40 PM)

Jr/Sr High School (7-12)

Nate Perrin, Principal

2011 N 8th Street

Red Oak, IA 51566

(712)623-6610

Jr/Sr High Schedule

Arrival/Breakfast: 7:40 AM

Tardy: 8:00 AM

Dismissal: 3:10 PM (Wednesday 1:40 PM)

Red Oak District Administration

Mr. Ron Lorenz - Superintendent

Mrs. Heidi Harris - Board Secretary

Mr. Kevin Herrick - Technology Director

Ms. Barb Lombard - Transportation Director

Board of Education

Brett Blackman - President

Jackie DeVries - Vice President

Roger Carlson

Bryce Johnson

Kathy Walker

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INMAN ELEMENTARY
Administration and Faculty Listing:

Jane Chaillie	PK-6 Principal
Jamie Sherley	K -6 Assistant Principal
Debbie Graber	Inman Student Success Coordinator and SAM
Steve Ferree	GHAEA School Based Interventionist
Megan Adams	School Nurse
Janelle Erickson	K-12 Teacher Librarian
Leanne Fluckey	K-12 Curriculum Director
Elaine Pelzer	Inman Administrative Assistant
Lori Vanderhoff	Inman Administrative Assistant
Barb Lombard	Transportation Supervisor

Guidance Department:

Kathy Linke	Inman Guidance Counselor
Melissa Godfread-Hobbie	Mental Health School Social Worker

Kindergarten -	Miranda Vannausdle Julie Johnson Meshell Billings Josie Wiser	Title I:	Connie Dentlinger Beth Rehbein Brandi Blackman
First Grade -	Kay Soden Alix Carlson Melinda Smits Elizabeth Koontz	SPED:	Jacki Viner R'Donya Nelson Monica Nicholas Courtney Madison Amy McClintock
Second Grade -	Abby Weeks Anna Ramaker Rebecca Figurelli	SPECIALS:	Jesse Taylor - PE Kelsie Schmidt - Music Jacque Stephens - Art
Third Grade -	Brooke Doyle Alex Nelson Kristina Chilton Sue Chelsvig	ELO:	Beth Burgess
Fourth Grade -	Karla Davis Angie Montgomery Deb Robertson	ELL:	Miriam Hoeksema
Fifth Grade -	Sonia Kunze Dillon Wiser Mark Haufle		
Sixth Grade -	Lisa Artherholt Phil Turner SueAnn Crouse		

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If a parent cannot be reached, the emergency contact that has been provided will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child in your absence. Please make sure they are aware that you have listed them, and they are willing to take responsibility for your student. Please, always keep contact numbers updated in your parent portal in Infinite Campus.

ADMISSION REQUIREMENTS

Children wishing to enroll in Kindergarten must be at least 5 years of age on or before September 15th of the year in which they wish to enroll. Parents must present evidence of age before the child may enroll. It will be within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

ANIMALS/ PETS

Children are allowed to bring pets to school only with advance permission from the teacher and/or office staff. Parents must be present to walk the animal/pet to the classroom and when leaving the building. Any animal brought to school must be housed in a proper cage, and restrained so they can not harm anyone. Please take into consideration other students in the classroom (allergies, etc.)

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. All students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies will remain in the office during assemblies.

ATTENDANCE

School Arrival/Dismissal

The Inman doors will open at 7:40 am each day. Students will eat breakfast in the cafeteria or participate in a club such as walking club or yoga. At 7:50 am students will be allowed to enter classrooms. School will begin at 8:00 am.

To ensure the safety of our students and to keep traffic to a minimum in the hallways, all parents dropping off their children will do so at the designated drop off sites, not at classroom doors.

Inman Elementary will begin dismissal at 3:10 pm. All walkers will be dismissed through the West entrance. Once walkers have been dismissed, we will begin dismissing students for busses and car pick-ups. Parents should pick their students up at their designated pick-up locations.

All students should leave for home within 5 minutes after dismissal unless under the direct supervision of school personnel or a parent. Occasional early pickups are allowed for appointments as necessary, but parents are discouraged from picking up their child early just to avoid car and bus traffic. Students are engaged in learning and classroom activities until the school is dismissed, early pick-ups are discouraged.

To ensure the safety of our students, the parking area in front of Inman Elementary is reserved for bus traffic at the end of the day. All parents should remain in their vehicles during dismissal, or wait by the ramp on the west side of the building if walking with your child(ren).

Leaving School Early

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure

- 1) If you want your child to leave school at the end of day other than the usual routine, please send a note with your child stating the change. Since your child will not be part of the regular dismissal routine, you will not need to update the dismissal app to reflect the change.
- 2) Persons picking up children should report to the office, and wait for students at the main entrance.

School Closings

If school will be closed, delayed, or dismissed early due to inclement weather conditions, announcements will be made on KCSI and KMA radio stations. The district will send out notifications on Infinite Campus messenger based on the preferences you set in the parent portal. Make sure your information is current.

In case of severe weather conditions or other emergency situations, cancellations can occur at any time. It is the parent's responsibility to inform children what they are to do and where they are to go when early dismissals occur, particularly when parents will not be home. Your child should understand his/her alternative emergency plan.

Compulsory Attendance

Parent/Guardian within the school district who have children over age six (6) and under age sixteen (16) by September 15th, in proper physical and mental condition to attend school, will have the children attend the school District at the appropriate center.

Student Attendance & Absences

What happens in class every day and the activity or interaction between teacher and student can never be duplicated, thus the Red Oak Community School District values attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Attendance at school on a regular basis is extremely important for success in school. Only through attendance and class participation do students achieve the benefits of the education program. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Excessive absence has been labeled one of the major factors leading to school failure. Learning lost, due to an absence, can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares for adulthood.

Students are expected to attend school regularly and be on time to receive maximum benefit from the instructional program to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum.

The Importance of Regular School Attendance

Red Oak Community School District values attendance. After a 12th unexcused absence or 20th total absence, school administration may involve juvenile court authorities, Montgomery County attorney and/or other officials as appropriate. Families receiving FIP benefits may also be reported to DHS.

Legal Obligation Regarding Attendance Regulation

- The responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce that state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created an important law(code) that addresses student attendance in schools. Iowa CODE 299.1 reads as follows:
 - The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public-school district shall set the number of days of required attendance for the schools under its control.
 - The board of directors of a public school may, by the resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy relating to the reasons considered to be valid or acceptable excuses for absence from school.
 - To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

It is our legal obligation to work with the County Attorney to uphold Iowa Chapter 299. Therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school office before 8:15 am. Our primary concern is for each student's safety and well-being, parents calling helps us be assured that students are safe. Please help us by making this phone call so there will be no misunderstanding about the type of absence.
- Please make every attempt to have your child at school on time. Inman Elementary School begins class at 8:00 am. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a student is late, they miss out on learning and cause disruption by entering classrooms late.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to the parents. After an 8th unexcused absence, or 12th total absence a second letter is sent, and a meeting is convened to determine barriers to consistent attendance. During this meeting, an attempt to develop an individual plan to improve attendance will transpire. After 12th unexcused absence or 20th total absence school administration may involve juvenile court authorities, Montgomery County attorney and/or other officials as appropriate. Families receiving FIP benefits may be reported to DHS.

- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations

Tardy consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins at 8:00 a.m..
- Work and/or instruction missed may be made up at recess and or after school.
- After the 8th tardy a letter will be sent home.
- After the 14th tardy a second letter will be sent home and a conference with the parent, student and building administrator will be set up.
- After the 20th tardy the student may be referred to the Montgomery County Attorney, juvenile court authorities, and other officials as appropriate.

Absences

- A. The following absences may 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 or by the next school day:
- Personal Illness;
 - Family death or emergency;
 - Medical appointments that must be made during school time;
 - Court appearance is validated by the assigned time on the ticket, and the appearance is validated by the clerk of the Magistrate Court and/or District Court.
 - Family trips up to 3 days, and other extended absences which can be justified from an educational standpoint. These must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up work to be missed.
 - School initiated absence (no parent excuse required).
- B. The following absences may be treated as unexcused:
- Any absence not properly excused before the occurrence, or at the time in the case of personal illness. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused. However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received. This call will be to confirm the whereabouts of the student but will be considered after the fact for attendance purposes. The absence will not be considered excused if the school has to call to find a student;
 - Leaving the building during the day without parental excuse and authorization from the principal's office.
 - Family trips that are in excess of 3 missed school days or not pre-approved.
- C. Chronic Absenteeism
- Chronic absenteeism is closely monitored and tracked by Red Oak Community School District and the Iowa Department of Education. Students will be considered attendance at-risk if they meet any of the following criteria.
 - ❖ Missing 8 or more days of previous school year
 - ❖ 5 or more tardies in previous school year

- ❖ 2 absences in first 2 weeks of school
- ❖ 2-3 absences in first 4 weeks of school
- ❖ 4 absences in first 8 weeks of school

Tardiness

Tardies are unexcused absences that are thirty (30) minutes or less in nature. After the eight (8) tardy, parents/guardians will be notified. After the 14th tardy a meeting will be held between school administration, parent/guardian, student, and teacher to attempt to resolve the tardy issue.

Unexcused tardies beyond twenty (20) will be considered truant. Those children who are truant MAY be considered in violation of the state's mandatory attendance laws. These cases will be referred to the County Attorney for mediation or prosecution.

Students are expected to be in class on time. A student spending a half-day (or more) in the nurse's office will be counted absent from the classroom for the half day. Students arriving at school after 8:30 am or leaving before 2:30 pm will be marked absent for that half day. Students arriving to school late, between the time of the tardy bell and 8:30 am will be counted tardy.

A student who is absent from school, for any part of all the class day, when there is an evening event/activity (i.e. concerts, sports events, family nights) shall be ineligible to participate or perform unless the cause of his/her absence is of the type for which it is authorized by the principal. Examples may include: funeral or serious family emergency.

Truancy

Truancy is the act of being absent from school without an acceptable reason or without parental or school knowledge. The state has set penalties for parents of truant children. The Principal or designee shall investigate the cause for a student's truancy. If the family and the school are unable to partner to improve attendance the case shall be referred to the county attorney for mediation or prosecution.

Families can contact Mrs. Debbie Graber, Student Success Coordinator, or Steve Ferree, School Based Interventionist, for assistance and resources for attendance concerns. They can be reached by calling the Inman Elementary Office at 712-623-6635.

BEHAVIOR - "Tiger Matrix"

Although we believe most 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 Elementary has the right to a classroom free of distraction, 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 students 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 Elementary School will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectation:

- Learn in a class free of disruption
- Learn in a classroom free of put downs and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

- Conduct which disrupts or interferes with the educational program;
- Conduct which disrupts the orderly and efficient operation of the school district or school activity;
- Conduct which disrupts the rights of other students to obtain their education or participate in educational activities;
- Conduct that is violent or destructive; or
- Conduct which interrupts the maintenance of a disciplined atmosphere.

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who do not 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 must be walked through school crosswalks.
- 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.

BIRTHDAY TREATS AND PARTY INVITATIONS

Treats for students have been part of recognizing a student's birthday at school for many years. We realize this is an individual preference type of activity and some students do this while others do not. If your child wishes to bring treats for his/her birthday or a room party, please coordinate with the classroom teacher. All treats need to be prepackaged, store bought items. No homemade treats are allowed.

We discourage the giving of gifts (from parents to their child) for birthdays. It can be difficult for students to manage balloons or flowers walking home and on the bus. We ask that you give birthday gifts at home instead.

Distributing party invitations at school creates problems because of who is and who is not invited. Please do not send invitations to school to be distributed.

BOOK CHARGES

Students losing or damaging school books/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 PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed, stolen or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. We know that parents want to be in contact with their students but we have the responsibility to provide an appropriate academic environment within our school. Cell phones and smartwatches can be a major distraction for the learning environment and are vulnerable to theft. We ask that students carry a cell phone only if absolutely necessary. Students can carry a cell phone to school. However, phones must be turned off or silenced and stored in the student's backpack in their locker/cubby from the time a student enters the building until they leave the building so that classrooms are not disturbed. Smartwatches should be in school mode. If you need to get a message to your child or to talk to your child during school hours please call the Inman office. Cell phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away and locked up in the office and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school and retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones or personal items.

CHILD SAFETY

If a student is going to have a change in their normal routine, we need to update dismissal plans on the parent dismissal portal, parent note or phone call that states what the student is to do before 2:30 pm. Without updating your regular dismissal plans, 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(ren).

CLASSROOM RULES AND POLICIES

In addition to the rules and policies stated in this handbook, classroom teachers have established rules and policies for their classrooms. Each teacher will supply the parents a copy of their classroom policies. If you have a concern about a policy, parents are asked to contact the classroom teacher, before talking with the principal.

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom education process. Students are expected to adhere to standards of cleanliness. Clothing or other apparel promoting or referring to products illegal for use by minors, (ie.e. alcohol, tobacco, drugs) and/or clothing displaying obscene material or profanity or referring to inappropriate or prohibited conduct are not allowed. Low riding pants and low cut tops are not acceptable. Bare midriffs will not be acceptable for boys or girls. Clothing with holes or tears in inappropriate places is not acceptable. Hats, caps, or any hoods may not be worn in the building during school time. Any accessories deemed unsafe (such as chains or jewelry/accessories with spikes) will not be allowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. The administration or designee makes the final determination of the appropriateness of the student's appearance.

Caps, hats, or hoods are not to be worn in the school building unless the administration has approved a special activity such as "Hat Day". Due to the safety precautions and building maintenance, "skate shoes" should not be worn during the school day. Flip flops are discouraged as they often break or fall off while children play, and are not suitable for running or climbing at recess.

Students should wear appropriate clothing for outdoor play. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, snow pants, boots, etc.). Snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building to prevent tracking mud, snow, etc. into the building. During inclement weather adequate outer garments should be worn. Recesses will continue to be outside unless the administration and staff determine the weather is inappropriate for all students to be outside via guidance provided by Iowa Department of Health and Human Services.

CONCERNS

If parents have a concern regarding a classroom and/or teacher situation in school they are urged to first contact the teacher involved to discuss the situation and possible solutions. If their concern cannot be resolved, the parent can then request a conference with the principal or assistant principal. Students may be included in the conference if deemed necessary.

DELIVERIES

We know that holidays are a time for celebration, and at times, families enjoy giving gifts to celebrate. Due to the age of our students, we will NOT accept deliveries of balloons, candy, flowers for students.

DISCIPLINE

Effective discipline is necessary for quality education. To guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to support a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Removal from the classroom- a student is sent to the office and it will be within the discretion of the person in charge of the classroom to remove the student. Students will be removed from the classroom until administration can process the situation and determine next steps including a re-entry plan.
- Detention - a student is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building administration.
- Parent contact and conference- a parent will be contacted to discuss student behavior. A conference to generate solutions to the student behavior may be required where administration, teacher, family, and student collaborate to problem solve.
- Suspension- a student can be given either an in-school suspension or an out-of-school suspension. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed five consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days.
- Referral to Student Assistance Team- a student may be referred to the building Student Assistance Team (SAT) to study patterns of behavior including but not limited to time, location, and/or intensity. SAT may recommend interventions or classroom accommodations for the student.
- Referral to non-school agencies and law enforcement- a student may be referred to non-school agencies and law enforcement due to the nature of the discipline issue.
- Expulsion from school- a student will be removed from school and not allowed to attend school or school events.

EMERGENCY PLAN

Emergency Drills and Emergency Response

Students will be informed of the appropriate action to take in an emergency. We will conduct lockout, lockdown, fire evacuation, severe weather and other emergency drills. Emergency procedures and proper exits are posted in all rooms. All students must take part in these drills for everyone's safety. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in a false alarm, in addition to being disciplined under the school policies, rules and regulations, may be reported to law enforcement officials.

If our elementary buildings must be evacuated for any reason, Red Oak Community Schools emergency plans will be followed and students will be evacuated in an orderly manner to a safe area. With any emergency situation, students will not be released to parents until school officials have determined it is safe to do so.

FIELD TRIPS

Educational field trips are part of our instructional program and allow students to see things first hand. The teacher plans and is responsible for the activities involved on the field trip. When a field trip is planned, other than those within walking distance of school, parents will be notified in advance. Parental permission for school related field trips is given when you register online with the school each year. If you don't want your child to attend, please let the teacher know immediately.

HARASSMENT/BULLYING

Harassment and bullying of students are against federal, state and local policy, and are not tolerated. Inman Elementary 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 Red Oak Community school 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, school employees, and 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.

This policy is in effect while students 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 up to, and including, suspension and 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 up to, and including, 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 up to, and including, 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 protected 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.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an objectively intimidating, offensive, or hostile learning environment.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such

report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

HOMEWORK/MAKE-UP WORK

No schoolwork is assigned for the purpose of keeping students busy at home. When students make good use of their time, most assignments can be done during the school day. Assignments not completed during the school day may need to be completed at home and returned with the child when he/she returns to school.

Students are expected to make up work missed because of an absence as early as possible after they return to school. A good rule of thumb is "3 days allowed for make-up for each day missed." The teacher may assign work that is different from that assigned to the class during the time the student was absent. For long-term absences, students may receive a time extension to complete the work. Students may be held in from recess or other special activities to complete work.

Parents who want to pick up make-up work from the school should contact the school by 9 am to allow sufficient time for teachers to get materials. Please do not "drop in" and ask for make-up work from the teacher. We don't want to stop the learning process for the rest of the class while the teacher takes time to get the work ready. It is the teacher's responsibility to give the student make-up work. It is the student's responsibility to see that the work is completed and given to the teacher.

HOURS

School begins at 8:00 A.M. and ends at 3:10 P.M. each day. Students are welcome on school grounds after 7:40 A.M. All students should be in classrooms before classes start at 8:00 A.M. each day. Walkers and pick ups will begin dismissal at 3:10 P.M. On Wednesdays students are dismissed at 1:40 P.M. The Inman playground is closed to students before school and will not be open to the public until all students have been dismissed from school.

LOST AND FOUND

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

FOOD SERVICE/LUNCHROOM PROCEDURES

Breakfast will be served from 7:40 am - 7:55 am. Grab and go breakfast will be available for students from 7:55 am-8:00 am. Inman lunches will be served between 11 am and 1 pm. Lunch menus will be posted on the weekly newsletter and the food service app. Children are not required to eat hot lunches. They may bring sack lunches but they 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 allowed to share/trade/sell food items provided by the school or brought from home. If a child wants school milk with cold lunch, they will be charged for the milk.

Parents are welcome to come to school to eat lunch with their child. Parents that want to eat a hot lunch should call the school prior to 9:00 A.M. to reserve a lunch if possible. When parents join their student for lunch, they will be asked to eat in a designated area. 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.

LUNCH MONEY:

You may add lunch money to your child’s account online. If you want to send a check or money to school, please send 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. You will be notified when your child’s account has a negative balance. Our automated dialing system will call you every day until the balance is brought up to date.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Families will be notified by an automated calling system and e-mail notification. Negative balances of more than \$50 not paid prior to the end of the month will be turned over to the Superintendent or Superintendent’s designee for collection. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent’s designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Free/Reduced Priced Meals

Free and reduced priced meals are available to those families who qualify.

Information regarding free or reduced priced meals will be provided at least twice annually to the parents or guardians of all enrolled students.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

If a student owes money for five or more meals, school personnel may contact the student's parent or guardian to provide information regarding the application for free or reduced priced meals or to provide information on other options or assistance available.

MEDICATION

A parent at home must administer the initial dose of all medicines.

Prescription Medication:

- A signed medical prescription must be brought to the school by the parent or faxed by the prescribing physician's office before medication is given.
- The label on the container from the pharmacy must include the child's name, medication name, dosage, route to be administered, and time(s) to be administered. Any special instructions should be included in a note from the prescribing physician.
- Changes in administration times or dosage must be made by parent contact along with a new prescription from the physician and label from the pharmacy.
- Parents should deliver prescription medicine to the school personally, please do not send it with the student.

Non-Prescription Medication:

- 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 name, amount, and time medication is to be administered.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might include hot lunch, insurance, etc. Cash should be brought in a sealed envelope with the student's 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. Inman Elementary 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 all students. The education program will foster knowledge of and respect the 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 supply equal opportunity to both sexes.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities based on 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 based on 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/TEACHER CONFERENCES

Formal Parent-Teacher conferences are held in the Fall and Spring. It is important that parents meet with their student's teacher(s). Teachers and parents are encouraged to request additional conferences at any time during the school year when there are concerns about a student's progress.

The primary purpose of parent/teacher meetings to aid families and the teachers in providing the best possible education for your child. Conferences may include scheduled personal visits as well as telephone consultations and should be used not only to communicate areas of concern but also to report student growth and success. These conferences should not be scheduled when a teacher has supervision duties or other assigned duties.

PARENT/TEACHER REQUESTS

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual 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. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

PARTIES

Parties are planned each year for Halloween, Winter Holiday, and Valentine's Day. Parents may be asked to serve on a committee for treats. Parents who do not want their child to participate in these holiday celebrations or activities should notify their child's teacher or the office. Supervised activities will be provided for those not wishing to participate or they may be excused to go home. Room parties are held to celebrate various occasions and class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents and pupils as the situation allows.

All treats need to be prepackaged, store bought items. No homemade treats are allowed.

- HALLOWEEN PARTY- October 31st, 2023
- HOLIDAY PARTY- December 22nd, 2023
- VALENTINE'S DAY PARTY- February 14th, 2024

PEDICULOSIS (LICE) MANAGEMENT

The play habits of younger children make them more likely than older children to have head lice. Head lice spreads almost completely from hair to hair contact, and are not a sign of being dirty. They are not dangerous and do not spread disease. Children with head lice may complain of itchy scalp or they may show no symptoms. The Iowa Department of Public Health recommends that all parents check their child's head regularly for head lice.

School Role – Prevention:

- Educate staff, parent, and student on ways to prevent head lice

- Keep mats, pillows and belongings separated (coats will be kept in bags)
- Avoid stacking/piling or hanging coats on top of each other
- Encourage students to keep hats scarves and coats in their sleeves
- Remind students not to share combs, brushes, hats, and other hair accessories
- Avoid sharing earphones and helmets
- Watch for signs of frequent head scratching
- Remind parents to do careful weekly inspections of their child's hair
- Notes will be sent home with students when a case has been found
- Encourage that long hair is pulled up in ponytail
- Check classrooms where cases are found within one working day of case

Identified Case Management

Children will not be excluded from school on the day that head lice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school nurse and after the child has been re-treated.

Exclusion from school is not punitive but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. Student may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result in the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure the child is still free of lice.
6. In severe and recurrent cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOLS

Students should NOT bring toys or other objects from home unless the classroom teacher has given them permission. Personal items cause disruptions to the learning environment. The school cannot assume responsibility for the loss or breakage of things brought from home. Music players, recording devices, cameras, cell phones, smartwatches (other than for telling time), electronic games and comparable items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

Students may bring water bottles that have lids to school. Water bottles should only have water in them. Students may fill bottles at drinking stations in the building. No pop or other liquids should be in the water bottles.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department requests that proper 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 to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather allowing) to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to take part in recess. 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. School staff will use Accuweather-Red Oak to monitor local temperatures to make final decisions about recess. 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. A teacher may keep a student in for a portion of recess to practice routines, make up work, provide additional instruction or as a form of discipline.

IES Recess Rules - See "Tiger Matrix"

At recess, student health and safety are our primary concern. Always follow directions of playground supervisors.

- Students must be escorted by staff from the classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.

Inappropriate behavior or failure to follow established playground rules may result in a student being removed from the activity. On occasion, a teacher may limit a child to playing in a more limited area of the playground as part of a plan for successful re-entry. Students may also be removed from the playground for further disciplinary action.

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 but will follow the Iowa Code Regulations related to reading achievement. Parents, teachers, and the principal work together to ensure that

students achieve their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to decide what is in the best interest of the student.

Retention means repeating the entire grade for the entire year. The practice of retention has become increasingly controversial in recent years. Students will only be retained when there is evidence that the student is likely to benefit socially and/or academically. Retention is not to be used as punishment, nor is it to be used to supplant other educational services such as remedial instruction or special education.

SCHOOL NURSE/HEALTH SERVICES

School health services are provided and managed by our school nurse. Student health involves a wide variety of services. If you have any questions or concerns regarding school health services or your child's health, please don't hesitate to contact the school.

A record of your child's immunization must be on file before they may be registered for school. Students should be current on all immunizations. Exemptions for this immunization requirement will be allowed only for medical or religious reasons. The students must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

SCHOOL VISITS

Visitors are welcome at Inman Elementary 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 make appointments with your child's teacher when class is not 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 Elementary School recognizes that students can experience several 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 help students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in aiding 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 team is composed of teaching staff, other school staff as appropriate and a member of the administrative team.

STUDENT RECORDS, RIGHTS & PRIVACY

ACCESS TO STUDENT RECORDS Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss concerns with the principal.

STUDENT PRIVACY AND FERPA Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY A copy of any court order that limits the rights of one parent about visitation or custody should be provided to the school. The District must follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT Schools have a legal and moral obligation to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

TECHNOLOGY

Technology is an important tool that can be used to enhance student learning. We have a variety of technologies that are available for students to use for learning purposes. Students must follow district policies related to technology usage. If students are not following district policies, they may temporarily or permanently lose the privilege of using district technology.

TELEPHONE USAGE AND TELEPHONE MESSAGES

The office telephone is a business telephone. If a child has a legitimate reason to use the telephone, the school secretary, teacher or principal will grant permission. Because of the number of calls the school receives, it is necessary that conversations by students be kept to a minimum. Students are discouraged from using the phone to make personal arrangements (such as requesting permission to go to another child's home after school.) Except in an emergency, neither students nor teachers will be called from the classroom for a phone call. Office staff will be happy to deliver important messages to the student involved rather than interrupt valuable instructional time.

All teachers and administrators have school email accounts. These are excellent tools for parents to use to communicate with teachers and administrators.

TRAFFIC/DISMISSAL PROCEDURES

- Our school day ends at 3:10 p.m.. If you are picking up your child(ren), we ask that you stay in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff.
- All dismissal changes should be made on the dismissal parent portal before 2:30 pm each day.
- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.

- Students will be dismissed to car loading areas through the use of the dismissal app. All parents should use the dismissal program to update pick up information and to check in for quick dismissal.
- Walkers will be dismissed and then car pick ups will begin.

TRAFFIC SAFETY

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

- **DO NOT** park in the bus loading zones of each school.
- All students should be dropped off and picked-up in the appropriate areas.

TRANSPORTATION/BUS RIDING

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

- The driver oversees pupils on 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” allowed.
- Unnecessary conversation with the driver is prohibited.
- Students must always remain seated.
- 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.

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 supplies outstanding support to the students and staff at the PK-6th grade level. There are three fundraisers that are held annually and directly help 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 Elementary School office for more information.

TIGER BEHAVIOR EXPECTATION MATRIX

	T	I	G	E	R	S
	Teamwork	Integrity	Goals	Empathy	Responsibility	Safety
Classroom	We are active team members. We use positive body language.	We own our behavior. We take pride in a job well done. We honor personal space and belongings.	We do our best.	We treat ourselves and others with respect. We have patience with others.	We are prepared. We are good listeners. We respect the rules.	We follow directions. We use walking feet.
Hallways	We walk. We keep it moving. We are respectful of classrooms.	We use appropriate volume.	We take pride in our building.	We help others in need.	We are on time. We put trash in its place.	We keep our hands and feet to ourselves.
Arrival & Dismissal	We move with purpose. We keep paths clear. We help others.	We use appropriate volume, language, and tone.	We are prepared and on time for school.	We show respect to others.	We are responsible for our personal actions. We respect school property.	We follow crossing guard instructions. We use walking feet. We use the sidewalk.
Lunchroom	We work together to keep the area clean. We follow the expectations of the lunchroom.	We are cool with our place in line and at the table. We take what we need.	We use our time to fuel our bodies.	We use polite table manners. We use polite words.	We clean up after ourselves.	We stay in our seats until dismissed.
Bathroom	We leave the area better than we found it.	We use the area appropriately.	We flush. We wash. We return to class.	We are courteous. We help stop unkind behavior.	We treat others with respect.	We report issues to an adult.
Recess	We include others. We solve problems. We follow directions of the playground monitors.	We use appropriate language. We own our behavior.	We have fun.	We have patience with others. We help stop behavior.	We use equipment and materials appropriately.	We take turns. We report issues to an adult.

Inman Elementary School
“Classroom Placement Consideration Form”
School Year _____

PLEASE RETURN THIS FORM TO Dr. Chaille BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Elementary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child’s strengths, challenges and needs below.

PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name:

Parent Name:

Phone number:

Grade student will be entering:

Reason for request:

How will this help your child’s education:

Your child’s strengths:

Your child’s challenges:

Your child’s greatest needs:

What else would you like us to know about your child?

Parent’s/ Guardian’s Name: _____

Date:_____