

COLUMBUS COMMUNITY SCHOOLS

Roundy Elementary Student/Parent Handbook 2023-2024



Roundy Elementary School
1212 Colton Street
Columbus Junction, IA 52738
www.columbuscsd.org

To inspire every learner to excel.

**Columbus Community School District will create learners ready for
intellectual work and contributions to a global community.**

.....

Non-Discrimination Policy Statement:

Full grievance procedures may be found in school board policy and online on our school district webpage.

It is the policy of the Columbus Community School District not to discriminate on the basis of race, color, creed, national origin, religion, sex, disability, sexual orientation, gender identity, age, political party affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices as required by the Iowa Code. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Mike Wolter, Secondary Principal, 1212 Colton Street, Columbus Junction, IA 52738, 319-728-6218 ext. 3090, mike.wolter@columbuscsd.org

Dear Parent/Guardian,

This is your child's student/parent handbook. If you need assistance in translating this information, please contact the elementary office at 319-728-6218.

Sincerely,

Kristina Murphy

Estimados Padres/Tutores,

Este es el manual de sus niños de la Escuela aPrimaria para Padres y Estudiantes. Si usted necesita ayuda en la traduccion o interpretacion de los documentos, no dude en llamar a la escuela oficina al 319-728-6218 quienes se tomara el tiempo para sentarse con usted y explicarle los resultados.

Sinceramente,

Kristina Murphy

Dear Nupa / Zohkhenhtu,

Hi caa cu na siangngakchia/nupa kutken cauk a si. Hi cauk chung ummi he pehtlai in holh-leh piak hna na herh ahcun zaangfahte in sianginn phone, 319-728-6218 ah rak chon te uh.

Sincerely,

Kristina Murphy

2023-2024
Roundy Elementary
Student/Parent Handbook
PK-6th

Dear Students and Parents,

It is with great pleasure that we welcome you to Roundy Elementary! We are extremely proud of the programs we offer our students and families.

Our faculty and administrators have developed this information to help families learn as much as possible about school policies and procedures and the services we offer. This is a quick reference guide that you will find useful throughout the school year.

Whether you are joining our Roundy family for the first time or have been a member for years, we encourage you to become an active member of our school. In addition to the academics, we offer many other educational experiences for you and your family.

We thank you for your understanding that not every possible situation can be foreseen and included within these pages. This by no means is a complete list of all the rules and regulations of the school. All Columbus Community School District school board policies can be found on our school website: www.columbuscsd.org. The administration reserves the right to add, delete, or change procedures in this handbook, as necessary.

We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

Sincerely,
Kristina Murphy
PK – 6th grade Principal
kristina.murphy@columbuscsd.org
(319) 728-6218 ext. 1090

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School Hours

Office Hours & Times

Elementary Office Hours: 8:00 a.m. – 4:00 p.m.

Student School Day Hours

Classes: 8:15 a.m. to 3:15 p.m.

*Learning begins **at** 8:15, please make sure your student arrives by 8 a.m. if s/he is eating breakfast at school.

Before School:

Students walking or being dropped off should not arrive before 7:50 a.m.

Buses unload at 7:50 a.m.

Breakfast: 7:50-8:15

Students can go to their classrooms at 7:50, class begins at 8:15.

After School:

Students who walk or get picked up dismiss at 3:15

Bus riders dismiss at 3:23.

District Information

Administrative Building

1210 Colton Street

Columbus Junction, IA 52738

Office: 319-728-2911

Fax: 319-728-8750

Job Title

Staff Name

Staff E-mail Address

Superintendent

Dr. Michael Volk

michael.volk@columbuscsd.org

Board Secretary Finance Officer

Neil Mills

neil.mills@columbuscsd.org

Human Resources

Tashia Wheeler

tashia.wheeler@columbuscsd.org

Information Technology

Seth Schleef

seth.schleef@columbuscsd.org

Nutrition Director

Tamber Mapel

tamber.mapel@columbuscsd.org

Director of Instruction

Kristen Payne

kristen.payne@columbuscsd.org

Transportation Director

Tyler Hinkhouse

thinkhouse@staff.louisa-muscatine.k12.ia.us

319-726-3541 ext.357

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Roundy Elementary

1212 Colton Street

Columbus Junction, IA 52738

Office: 319-728-6218

Fax: 319-728-2134

<u>Job Title</u>	<u>Staff Name</u>	<u>Staff E-mail Address</u>	<u>Ext.</u>
Principal	Kristina Murphy	kristina.murphy@columbuscsd.org	1090
Secretary	Brenda Wilson	brenda.wilson@columbuscsd.org	1091
Secretary	Isabel Diaz	isabel.diaz@columbuscsd.org	1092
Nurse	Barb Chaney	barb.chaney@columbuscsd.org	1218
Head Cook	Laurie Bean	laurie.bean@columbuscsd.org	1120
School Counselor	Ian Hamilton	ian.hamilton@columbuscsd.org	1132
School Counselor	Beth Mallon	beth.mallon@columbuscsd.org	1132
Preschool	Sara Wellington	sara.wellington@columbuscsd.org	1201
Preschool	Eileen Heck	eileen.heck@columbuscsd.org	1202
Preschool	Deb Negley	deb.negley@columbuscsd.org	1205
Jumpstart Kindergarten	Kim Wilson	kim.wilson@columbuscsd.org	1184
Kindergarten	Sarah Davis	sarah.davis@columbuscsd.org	1195
Kindergarten	Katie Beard	katie.beard@columbuscsd.org	1198
First grade	Jaime Moeller	jaime.moeller@columbuscsd.org	1191
First grade	Savannah Stebens	savannah.stebens@columbuscsd.org	1190
Second Grade	Jody Schmitz	jody.schmitz@columbuscsd.org	1164
Second grade	Tiffany Wiele	tiffany.wiele@columbuscsd.org	1165
Third grade	Diane Gerot	diane.gerot@columbuscsd.org	1169
Third grade	Emma Tee	emma.tee@columbuscsd.org	1170
Third grade	Courtney Zaehringer	courtney.zaehringer@columbuscsd.org	1171
Fourth grade Math/Sci	Darrell Headings	darrell.headings@columbuscsd.org	1148
Fourth grade ELA/SS	Eva McBride	eva.mcbride@columbuscsd.org	1147
Fifth grade Math/Sci	Rose McIntyre	rose.mcintyre@columbuscsd.org	1136
Fifth grade ELA/SS	Michelle Tolub	michelle.tolub@columbuscsd.org	1140
Sixth grade Math	Karen Drinkall	karen.drinkall@columbuscsd.org	1141
Sixth grade Sci/SS	Mary Best	mary.best@columbuscsd.org	1144
Sixth grade ELA	Codi Sammons	codi.sammons@columbuscsd.org	1145
ESL	Jill Hernandez	jill.hernandez@columbuscsd.org	1188
ESL	Sarah Johnson	sarah.johnson@columbuscsd.org	1161
Special Education	Hannah DeWolf	hannah.dewolf@columbuscsd.org	1192
Special Education	Nicole Kitchen	nicole.kitchen@columbuscsd.org	1158
Special Education	Beth Hills	beth.hills@columbuscsd.org	1160

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Roundy Elementary, continued

Title I Reading	Emily Burroughs	emily.burroughs@columbuscsd.org	1180
Title I Reading	Amy Connolly	amy.connolly@columbuscsd.org	1168
Title I Reading	Teresa Murry	teresa.murry@columbuscsd.org	1129
Art	Sarah Milder	sarah.milder@columbuscsd.org	1149
Library	Tera Rees	tera.rees@columbuscsd.org	1183
Music	Avery Nabholz	avery.nabholz@columbuscsd.org	1134
Physical Education	Jonathan Chaney	jonathan.chaney@columbuscsd.org	1110
Talented and Gifted	Tenneil Register	tenneil.register@columbuscsd.org	1146
Instructional Coach	Maureen Mincks	maureen.mincks@columbuscsd.org	1125
Custodians Office			1113
AEA – Educational Consultants			

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Absences

If your child will not be attending school due to illness, appointment, or other emergencies, the parent is responsible for contacting the school before 9:00 a.m. and informing the school of the absence. Automated phone calls are made when students are absent, and the school has not been notified. These calls are made each morning at approximately 10:30 a.m. and again in the evening around 6:00 p.m.

Students who are habitually absent or tardy from school are a great concern among teachers, students, and administrators. When a student is absent, he/she is missing valuable instruction, discussion, and opportunities for learning. If the number of days a student fails to attend school without reasonable excuse surpass 10 percent of the school year thus far this would classify them as a truant student. As a truant student, the parent/guardian will receive notice and a meeting may be held to assist with creating a plan to help improve the student's attendance. If the student's attendance does not improve, the county attorney may be notified.

Anti-Bullying/Anti-Harassment Policy

BULLYING DEFINITION ACCORDING TO THE STATE OF IOWA CODE 280.28:

Harassment and bullying shall be construed to mean any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in a reasonable fear or 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 a 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.

Columbus Community School District Board of Education policies 502.04, 502.04R1, and 502.04R2 provide more detailed information and procedures.

Attendance

Regular, on-time school attendance is critically important for a child's learning. A student arriving to school late, leaving early or not in attendance at all means they are missing important learning opportunities. The school recognizes that scheduling medical and dental appointments for non-school hours are not always possible; however, parent cooperation to maintain the continuity of the school day as much as possible is greatly appreciated.

You must stop in the office and check your child out of school before taking your child. The office will call down to your child's classroom and have them get their belongings and come to the office.

When a student's non attendance or tardiness interferes with learning, the building MTSS team may intervene to identify barriers and offer additional support to improve student attendance. The team may communicate with the student and the student's guardians to determine the reason(s) for the excessive absences, ensure the student and guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance including the signed attendance agreement (appendix A). The team may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and family if applicable.

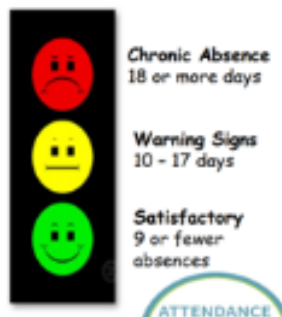
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Roundy Elementary

Community School District



Dear Families,



Welcome to the start of a new school year! We look forward to growing and learning together. We are committed to strengthening the relationship between Roundy and our families. *Attendance is one of the most powerful predictors of student success.*

Attending school with 9 or fewer absences a school year ...

- provides consistent opportunities for learning.
- allows students to build stronger relationships with classmates and adults.
- ensures participation in daily routines and procedures.
- decreases unexpected behaviors that interrupt learning for all.
- increases students' chances of graduating from high school and finding jobs.

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS

read well by the end of third grade



MIDDLE SCHOOLERS

pass important courses



HIGH SCHOOLERS

stay on track for graduation



COLLEGE STUDENTS

earn their degrees



WORKERS

succeed in their jobs

Too many absences – ***excused and unexcused*** – can keep students from succeeding in school and in life! 10% of the school year – that's 18 missed days or 2 days a month – will negatively impact student success.



Bus Safety, Student Behavior, and Procedure

What is expected of the student's riding a bus?

1. Bus riders will be at the designated bus stops 10 minutes before the bus arrival time.
2. Remain quiet enough not to distract the driver – students are not to shout or be boisterous.
 - a. When crossing railroads be extremely quiet so bus driver can hear for on-coming trains.
3. Go directly to seats when entering the bus so driver can continue route.
4. Remain seated while the bus is in motion.
5. Keep hands, arms, and head inside the bus at all times.
6. Do NOT throw objects about the bus or out of the bus.
7. Keep the aisles clear at all times.
8. Move carefully and quickly on and off the bus.
9. Please do not eat or drink on the bus.

The bus driver is your “teacher” on the bus. They are in charge of all students and their safety while on the bus. If the actions of a student or students on a bus cause a disturbance which causes the driver to be distracted, an accident is more likely to happen.

Therefore, a bus driver is not expected to continue to transport students who cause problems on the bus and thereby make the trip less safe for everyone. The bus driver has the authority to assign seats to all students if he/she feels it is necessary.

Students and parents should understand that the students riding the school buses must obey all the expectations of riding the bus or the student may not be allowed to ride the bus. All school buses are equipped with the video cameras to help monitor bus safety.

If your student's behavior or attitude is not acceptable the following consequences may apply:

1. Verbal warning from bus driver.
2. Bus report may be completed by bus driver and turned into the principal; the principal may conference with student and/or parent and give consequence.
3. After two written bus reports, the student may lose the privilege of riding the bus for three days, the parents would be notified immediately.
4. After three written bus reports, the student may lose the privilege of riding the bus for a week, the parents would be notified immediately.
5. After four written bus reports, the student may lose the privilege of riding the bus entirely.

Parents are responsible for providing transportation to and from school while a student is suspended from riding the bus. If a student does not attend school during a bus suspension, it will be counted as an unexcused absence.

If each person does his/her part, the bus ride will be more pleasant and a lot safer for everyone!

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Cell phones

Cell phones are not to be visible or in use between the hours of 7:45-3:45 unless otherwise directed by individual teachers in their classrooms.

Child Custody

If there is someone that should not have contact with your child at school, a copy of this legal document is required. Children will only be released to parents and emergency contacts listed in Infinite Campus. We will keep children safe, and ask that any problems with custody, etc. be settled away from school. We are here to give your child the best education possible.

Crisis Plan

Columbus Community School District has a crisis plan, which includes procedures on Fire, Tornado, Intruder, and other emergencies. For intruder emergencies we utilize the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) procedures. The students will review/practice these procedures regularly and security of everyone involved (student and staff) in a crisis situation. This program teaches our staff how to intervene more safely when behavior becomes dangerous. More importantly, it teaches our staff ways to intervene, avoid over/under reacting to a situation and hopefully to avert future crisis.

Crisis Prevention Intervention (CPI)

Roundy Elementary has staff members who have received training in Nonviolent Crisis Prevention Intervention. This training provides for the care, welfare, safety, and security of everyone involved (student and staff) in a crisis situation. This program teaches our staff how to intervene more safely when behavior becomes dangerous. More importantly, it teaches our staff ways to intervene, avoid over/under reacting to a situation and hopefully to avert future crisis.

GUIDANCE/DISCIPLINE POLICY

When children have challenging behaviors that interferes with their ability to learn or interrupts their classmates' learning, the following guidelines will be used to provide behavioral support to them.

- Children will be informed of the expectations for appropriate behavior. Educators will ensure that the children understand the guidelines through consistent repetition of the expected behavior, modeling the behavior, using picture, labels and daily use of the expected behaviors.
- Children will be explained to and reminded of the reason for each guideline and the reasons they should be followed.
- Once learned and understood, educators will be consistent in requiring the children to follow the guidelines.
- Logical and/or natural consequences will be employed too children who are not adhering to the expected behaviors. Some examples are spill/wipe up, take out things/put them away, cutting in/going to the back of the line.
- If a child consistently is unable to follow the behavior guidelines and has had frequent reminders, the child will be taken from the group to work out a plan for how he/she can remember.

If a child is disruptive to the extent that it disturbs the other children, or if the child becomes a danger to him/herself or others, he/she will be removed from the group. Office assistance may be necessary. Educators will never use physical punishment, psychological abuse or coercion when disciplining a child. Some examples of prohibited practices include, shaking, hitting, spanking, slapping, shaming, name calling, ridiculing, cursing, etc.

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Dress Code

A student's appearance and dress can influence that child's self-image and behavior as well as that of others. Students are expected to dress appropriately for school and related activities. If clothing is deemed disruptive or unreasonably infringes on the rights of others, the offending students will be required to correct the situation, either by calling home for a change of clothing, wearing the item inside out, or wearing clothing borrowed from school.

- The following includes examples of clothing **not allowed** at school:
- Clothing that is backless, strapless, halter style, spaghetti straps, exposes bare midriffs, chests, or torsos
- Pants or tops that expose undergarments
- Pants, slacks, or shorts worn loose or low (below the hips)
- Hats or other head coverings in the school building (special day exceptions)
- Skirts/shorts of an inappropriate length (should go to mid-thigh or longer)
- Clothing or accessories that:
 - are revealing
 - promote use of alcohol, drugs, or violence (real or simulated)
 - include profane, offensive language or pictures
 - include sexually inappropriate or racially biased material or references
 - create an educational disruption

Students are required to wear shoes or sandals, preferably closed toe, and heel for playground safety. No wheelies are allowed on school grounds. Tennis shoes should be worn for PE and outdoor boots should not be worn in the building.

If there are medial or religious reasons to make an exception to these rules, the parents must request an exception with the administration prior to wearing such attire. Thanks for your help in assuring a climate conducive to learning at Roundy.

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Educational Programs

Roundy Elementary Staff are committed to provide the very best school experiences for your child. We believe in working together in partnerships with parents to solve problems and to create sound education programs for all our students. During the school year if you have a concern or question about any aspect of your child's education, please contact their teacher or the principal.

Title I

Roundy Elementary is a school wide Title I building. Title I reading services provide additional instruction in the areas of English Language Arts (reading, writing, listening, speaking) and Mathematics. Students receiving direct Title I services may change throughout the school year based on data from assessments and teacher recommendation/data from classroom performance. The student/family/school staff compact for this program is for all of stakeholders to know and understand the expectations of all of us to ensure reading success of our students.

Title I Compact

As a student, I will...

- Respect other students, teachers, school staff, my family, and myself.
- Always do my best in my work and behavior.
- Follow school rules and expectations.
- Come to school with my materials and be prepared and ready to learn.

As a parent/guardian, I will...

- See that my child attends school daily and arrives on time.
- Respect and support my child, their teachers, and other school staff.
- Support the rules, expectations, procedures, and policies of the school and district.
- Establish a time and quiet place for my child to complete homework daily.
- Read to and with my child.
- Talk with my child about his/her learning every day.

As a staff, we will...

- Respect and support students, families, and other staff members.
- Support the rules, expectations, procedures, and policies of the school and district.
- Provide a safe and positive learning environment.
- Encourage each child to do his/her personal best.
- Maintain open lines of communication with families and other school staff.
- Seek ways to involve families with school their child's education.

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Migrant Program

Migrant Education is a national program that provides supplemental education and support services to eligible migrant children each year. These services help children of migrant workers face the challenges they encounter, including disruption of their education due to mobility.

To qualify for the Migrant Education Program, a migrant child must have moved within the past three years across state or school district lines with, or to join, a migrant parent or guardian to enable the child, the child's guardian, or a member of the child's immediate family to obtain temporary or seasonal employment in an agricultural, fishing, or food processing activity. The child must be age 3 through 21 (without a high school diploma or equivalent) to qualify.

If you have questions about the migrant program, please contact the school.

English as a Second Language Learner Program (ESL)

The mission of the ESL program is to develop students' academic and social language. The philosophy of the program is for English language learners to develop and master their English proficiency in reading, writing, listening, and speaking abilities. These services may be provided within the classroom, or the students may be pulled out of the classroom to a different location to receive this specific instruction.

Talented and Gifted Program

We recognize that gifted learners each have unique talents and needs that require a continuum of options for challenge and acceleration of academic programs. The mission of the Columbus Community Schools Gifted and Talented program, grades K-12, is to recognize the academic and affective strengths and needs of all gifted learners, and to actively support their growth. Specific identification criteria are utilized to identify who qualifies for TAG programming. For details please contact the TAG teacher.

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Head Lice

The Columbus Community School District health services follow the recommendations of the Iowa Department of Public Health in the event of head lice. Parents are encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times. Children who have head lice will not be excluded from school. Rather, a phone call or note will be sent home notifying the parent. It is expected that treatment will be started before the child returns to school the next day. Please follow the recommendations below:

- Check all members of the household.
- Launder all bed linens in warm water and place in dryer for 20 minutes.
- Store all stuffed animals, extra pillows, etc. from the bed in a garbage bag for 14 days.
- Only ordinary housecleaning and vacuuming is necessary. Vacuum around and under the bed.
- Parents should spend less time worrying about the vacuuming and cleaning, and spend that energy on the treatment and removal of the lice and eggs.
- Initiate a 14-day treatment process.
- On Days 1 and 8 a child's hair should be treated with a medicated shampoo. Follow the package instructions.
- Days 2-7 and 9-14 the hair should be treated with conditioner and combed out with a lice comb. This removes the eggs before hatching and breaks the cycle.
- Families should develop the habit of checking their children's hair weekly for lice infestation.

Parents and knowledge are the best defense against head lice. Weekly head checks at home are necessary to catch this problem early. Remember that getting lice can happen to any child, and it is not a reason for panic or embarrassment. Please call the school nurse if you have any questions or are not sure how to check for head lice or what to look for.

Health Services

The Columbus Community School District has a nurse employed to oversee the health services of our students. If your child has a health problem, special health needs or a communicable disease, please notify the school nurse. In case of student illness, please contact the school office by 9:00 a.m. If the office has not received a call, and a student is absent, an automated call will be made at 10:30 a.m.

EMERGENCY INFORMATION MUST BE KEPT CURRENT. We need parent's work number, an emergency number to contact other than the parent, the family physician, and dentist on file.

A health record is kept on each student throughout his/her school career. All illness, immunizations, eye exams, etc. are recorded on this health record. The Iowa Department of Public Health recommendations for communicable diseases will be followed. Students will be sent home with any of the following symptoms:

- Temperature of 100 degrees or more
- Suspected pink eye
- Vomiting, loose stools or diarrhea
- Continuous coughing
- Suspected impetigo
- Scabies symptoms

Students should be without a fever or vomiting for 24 hours before returning to school. If the student is sent home due to an elevated temperature, parents should plan to keep the child home the next day. If your child's temperature is above 100 degrees before school, you should plan for him/her to stay home. Please notify the nurse if your child contracts a communicable disease, has surgery, has any special medical needs, or is on daily medication.

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Hot Lunch and Breakfast

The USDA is requiring all school districts participating in the free/reduced meal program to have negative lunch balance policies. The following policy will be effective July 1, 2017:

- A child that does not have money in their account will get three (3) charges.
- After three (3) charges, the student will be offered an alternative choice- cereal, sandwich, cheese stick and milk at a reduced price.

Please remember that it is your responsibility to maintain a positive balance in your child's lunch account.

- A call will be sent using School Messenger when your child's account has a balance of \$5.00 or less until the balance is paid for full pay students and \$1.00 or less for reduced pay students.
- A letter will be sent home with your child when he/she has exhausted the three (3) charges and weekly until the balance is paid.

If you feel that you may qualify for free or reduced meals, please contact your child's school building secretary for an application.

Meal Prices

		<u>Students</u>	<u>Adults</u>
Full Pay:	Breakfast.....	\$1.55/day	\$3.00
	Lunch.....	\$2. 65/day	\$4.85
Reduced:	Breakfast.....	\$0.30/day	
	Lunch.....	\$0.40/day	
Extra Meal:	Breakfast.....	\$0.50/day	
	Lunch.....	\$1.00/day	
Single day milk:		\$0.35/per carton	

Internet Usage

The Internet is available for student usage at Roundy Elementary. No student will be allowed to access the Internet until the child has received proper instruction on the use of the Internet. Additionally, the child and his/her parent must sign a form indicating that they have read and understand the Internet Acceptable Use Policy and the related regulations.

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Lost & Found

Items found on the playground, in classrooms, and hallways that are not claimed are turned into the basket located outside the office door. We encourage parents to periodically check this area for their child's lost belongings.

Medication

The school nurse or designee will administer all student medications to students. The parent or guardian must provide all medications. Prescription medications administered at school must come in the original pharmacy container. Two bottles may be requested from your pharmacy with one for home and one for school. Over-the-counter medication must be sent in the original container.

A signed note from the parent or a signed permission form must accompany all medication. The note must include the student's name, name of the medication, dosage, time to be given at school and the reason for giving it. Medications will not be administered without a written note from a parent.

Messages for Students

It is important that parents/guardians call the office **BEFORE 2:00 p.m.** (Monday, Tuesday, Wednesday, and Thursday) and **BEFORE 1:00 p.m.** (Friday) with change of after school transportation. If you wait until late in the afternoon to call, it is very difficult to get messages to your child, so please call early.

Moving from the School District

Please notify the school in advance of a planned move from the Columbus Community School District. Student's records to a new school district will be transferred when a receipt of written request from the new school district occurs.

Outdoor Recess & Physical Education

It is our intention at Roundy to take the children outside for recess as much as possible. Common sense will apply, and obviously, wind chill will also be a factor. Appropriate coats, mittens/gloves, hats, and footwear are necessities to ensure your child's comfort when going outside for recess. If weather is questionable the principal, school nurse, or principal designee will make the decision. We utilize the recommendations from the Child Care Weather Watch to make this decision.

If your child can not go outside for recess or participate in Physical Education class we need to have a doctor's note indicating the child's name, the reason they are not able to participate, and the date range for not participating.

Parties

Parties at school will be held in the classroom for various holidays. If for any reason, you do not wish your child to participate in these parties, please make sure that you send, in writing, a note to your child's teacher. This will bring your wishes to their attention, and other arrangements can be made for your child during this time.

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PBIS – Positive Behavior Intervention Supports

School-wide PBIS is a practice of recognizing the importance of positive relationships in our school. PBIS emphasizes prevention, instruction, and research-based practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping students, families, staff, and community members understand and support the diversity of students, including those needing the most intense support.

The goals of PBIS are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within our school. Our procedures accomplish the following:

- Behavior expectations are defined
- Behavior expectations are taught
- Behavioral errors are corrected proactively

Example of Roundy's School Expectations:

Roundy Elementary School Expectations			
As a Roundy Wildcat I will demonstrate:	Safe	Respectful	Responsible
Classroom	<ul style="list-style-type: none"> *Keep hands, feet, and body to self. *Walk safely. *Clead hands frequently. 	<ul style="list-style-type: none"> *Use school appropriate language. *Maintain your personal space. *Voice level 0-1. *Be Kind 	<ul style="list-style-type: none"> *Follow adult directions. *Use supplies correctly. *Listen attentively. *Stay on task. *Always do your best.
Arrival	<ul style="list-style-type: none"> *Keep hands and body to self. *Wash/sanitize hands when entering room. 	<ul style="list-style-type: none"> *Use appropriate school language. *Voice level 0-1. 	<ul style="list-style-type: none"> *Be on time. *Enter building and go directly to your classroom. *Follow adult instructions. *Promptly go to breakfast.
Assembly	<ul style="list-style-type: none"> *Keep hands and body to self. *Sit on bleachers and feet on floor in designated area. *Use steps and handrail. 	<ul style="list-style-type: none"> *Use school appropriate language. *Voice level 0-1 when entering. *Listen attentively to our presenters. *Keep feet quiet. 	<ul style="list-style-type: none"> *Follow adult instructions.
Restroom	<ul style="list-style-type: none"> *Wash your hands with soap and water for 20 seconds. *Keep hands, feet, and body to self. 	<ul style="list-style-type: none"> *Respect other people's privacy/personal space. *Voice level 0-1. *Wait your turn and be quick. 	<ul style="list-style-type: none"> *Only go when necessary. *Flush when done. *Keep the restroom clean. Use 2 pumps of soap and 2 paper towels.
Technology	<ul style="list-style-type: none"> *Keep hands, feet, and body to self.*Sanitize hands.*Sit properly on chair. 	<ul style="list-style-type: none"> *Voice level 0-1.*Hold door open for others.*Listen for directions.*Headphones next to keyboard.*Respect other's space. 	<ul style="list-style-type: none"> *Follow adult instruction.*Use the instructed websites.*Keep your space clean.

Teacher discretion will be utilized if a student repeatedly shows behavior that is not safe, respectful, or responsible. Reteaching, verbal warnings, parent contact, written warnings, and/or counselor or principal involvement are possible consequences. (Please see Student Conduct section.).

Possessions

It is helpful when parents carefully mark their child/children's coats, caps, gym shoes, boots, etc. We will assist your children in safeguarding their possessions, but it helps greatly if they are identified. Children should not bring toys, electronics, or materials from home, other than regular school supplies, unless they have asked and are given permission to do so by the teacher. The school cannot assume responsibility for lost or breakage of things brought from home.

PTO (Parent-Teacher Organization)

Roundy parents are active, supportive, and involved in the activities of the school through the PTO. Parents organize many family events and provide educational support to Roundy. Their help and cooperation create a partnership that enhances a strong educational program. All parents are welcome and are encouraged to attend the monthly meetings. The fundraising done by the PTO supports class fieldtrips, purchases playground equipment, and other projects. You can contact the Roundy PTO at the following email address: pto@columbuscsd.org

Reporting Student Progress

Student progress is reported to parents four times a year through: parent teacher conferences and report cards. Additionally, staff members communicate informally with parents whenever the need arises. Parents are encouraged to contact their child's teacher anytime they have a question about their specific child.

Class assignments and grades can be checked on Infinite Campus. If you need assistance with your parent portal, please call the elementary office at 728-6218. If you have questions concerning your child's progress, please call/or see your child's teacher. Report cards will be sent home with students for each quarter. At the end of the year, the student's report card will be sent home on the last day of school. If for some reason your child is not in attendance the last day of school, his/her report card will be held in the office for two weeks for you to come and pick up.

School Visits

Parents are always welcome and encouraged to visit in your child's classroom. We ask that you call to schedule a visit so an appropriate time can be arranged. It is recommended that visits occur after the first week of school, as this is a time of adjustment for the students, and before the last week of school, as classrooms are testing and ending the school year. All visitors must enter through the front entrance and check in at the office to receive a visitor's badge.

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Snacks/Treats

Nutritional treats/snacks are recommended. Due to various health related needs treats/snacks **must be prepackaged with an ingredient label.** If treats do not have this, they will not be served and will be sent home at the end of the day with the student. Also, if treats/snacks are provided enough for the child's entire class must be brought, as well as serving napkins/plates/eating utensils and if serving utensils are needed to cut item those must be provided also. If treats are being provided for parties not scheduled by the classroom teacher, a prior notice to the teacher is greatly appreciated.

Social Invitations

From time to time students bring invitations for social events to school to distribute to classmates. Children are welcome to distribute invitations at school as long as everyone in the classroom is invited. If some children will be excluded, parents may not distribute the invitations at school and should instead mail the invitations instead of having their child bring them to school.

Student Conduct at School

Any list of conduct rules can usually be summarized into one: "Be respectful of others." This includes respect for the property of others. At Roundy Elementary, we have the utmost respect for your child. In return, we ask your child to treat all adults and other students in the building with the same high degree of respect. Consequences for disrespectful behavior will vary depending on the severity of the behavior. As our partners, parents will be notified when the behavior warrants it.

Student Drop-off/Pick-up

If you are dropping your child off before school, please drop them off at the main entrance of the school. If your student arrives late please accompany them to the office to sign them in. They will then receive a pass to go to their classroom.

Using the pick-up lane is the preferred pickup method if they are not a bus rider or walker. Please stay in your vehicle in line and students will be sent to your vehicle to load. After loading your children in your vehicle, please continue to stay in the pick-up lane. **Please do not pull out of the pick-up lane before you get to the stop sign.**

Bicycles

If students are riding bicycles they should be parked in the bicycle racks located north of the building. The school recommends that students lock their bikes, as the school is not responsible for the loss, damage, or theft of bikes brought to school.

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Student Harassment

At Roundy Elementary we will not tolerate harassment of any kind. Verbal and physical harassment is not permissible. Disciplinary action up to and including expulsion will be taken for violations. Please encourage your child to report all incidents of harassment to an adult at school. Parents wanting to report harassment are encouraged to call the school principal or school superintendent.

Student Records

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the record; to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy; and to have the records explained.

Telephone

Students may use the school phone with the permission of the classroom teacher, the school secretary, or any adult employee. The phone's intent is to be used for school business, or for health reasons. We encourage you to arrange after school plans with your child in the morning before she/he leaves for school, and we ask that you not call your child out of class unless it is an emergency. Messages for your children may be left at the office.

Weapons

Dangerous weapons and objects are not permitted in or on Columbus Community School facilities and grounds. Please encourage your child to report to an adult at school any known instances of dangerous weapons or objects. If a dangerous weapon or object is found appropriate disciplinary action will be taken.

Weather-Related Emergency Procedures

When school is delayed in starting, dismissed early, or closed, (canceled) because of weather anywhere in the district, all buildings will be so affected. On late start days, there will be no breakfast programs. The decision may be made to keep students in the buildings until such time as the weather is safe. Buses may be held or may not be sent out to all. In all cases, the safety of children will be the major consideration in making this decision. An announcement will be broadcast as early as possible.

Broadcast/Communication Avenues:

Columbus Community Schools Website

Columbus Community Schools Phone Messenger

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Appendix A



Roundy Elementary Family Attendance Agreement

Student attendance is a very important aspect of Roundy Elementary School. Students learn best when they are present at school. For your child to be successful, we need students to be at school every day. We look forward to having your child at Roundy Elementary and need your help to make his/her education the best.

Per Iowa Law Code 501.03, "Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar."

Based on the Roundy Student Handbook, families are expected to fulfill all the following:

- have your child attend school regularly
- have your child to school on time (8:15 a.m.)
- keep your child home if he/she has a temperature of 100 degrees or more, has suspected pink eye, vomiting, loose stools, diarrhea, or continuous coughing
- students can attend school once they are fever free and vomiting free for 24 hours without being treated with Tylenol/Motrin
- call the school office by 9:00 a.m. if your child needs to stay home (319-728-6218, ext. 1091)



Families are expected to accept and support school consequences for more than 10% absenteeism. Families will be notified by a letter and/or phone call when 3 or more unexcused absences occur in a quarter. A meeting with, or a home visit from, the school liaison will take place if absenteeism continues. If the agreement continues to be unmet, further actions will be taken with the county attorney.

_____ **YES, I understand the Roundy Family Attendance Agreement, and I will follow the guidelines outlined in this agreement.**

Parent/Guardian's Signature

Parent/Guardian's Printed Name

Student's Printed Name

Date