

Updated May 2017

# COLUMBUS COMMUNITY SCHOOLS

## Roundy Elementary Student/Parent Handbook 2017-18



Roundy Elementary School  
1212 Colton Street  
Columbus Junction, IA 52738  
[www.columbuscsd.org](http://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. Tyler Hotz, 6<sup>th</sup>-12<sup>th</sup> Principal, 1004 Colton Street, Columbus Junction, IA 52738, 319-728-2231 ext. 3090, [tyler.hotz@columbuscsd.org](mailto:tyler.hotz@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,

Paul Southwell

Estimados Padres/Tutores,

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

Sinceramente,

Paul Southwell

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,

Paul Southwell

2017-18  
**Roundy Elementary**  
Student/Parent Handbook  
PK-5<sup>th</sup>

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 you and your parents learn as much as possible about school policies and procedures and the services we offer students. 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 of 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](http://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 of our students will have a rewarding and successful year.

Sincerely,  
Paul Southwell  
PK – 5<sup>th</sup> grade Principal  
[paul.southwell@columbuscsd.org](mailto:paul.southwell@columbuscsd.org)  
(319) 728-6218 ext. 1090

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## **Telephone Numbers**

Roundy Elementary	728-6218
Columbus Junior and Senior High School	728-2231
Administration Office	728-2911

## **Office Hours & Times**

Elementary Office Hours: 8:00 a.m. – 4:15 p.m.

## **Student School Day Hours**

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

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

## **Roundy Elementary Staff Directory**

### **Administrative Building**

1210 Colton Street  
Columbus Junction, IA 52738  
Office: 319-728-2911  
Fax: 319-728-8750

	<b><u>Staff Name</u></b>	<b><u>Staff E-mail Address</u></b>	<b><u>Ext.</u></b>
Superintendent	Mr. Gary Benda	<a href="mailto:gary.benda@columbuscsd.org">gary.benda@columbuscsd.org</a>	9090
Board Secretary Finance Officer	Neil Mills	<a href="mailto:neil.mills@columbuscsd.org">neil.mills@columbuscsd.org</a>	9091
Human Resources	Tashia Wheeler	<a href="mailto:tashia.wheeler@columbuscsd.org">tashia.wheeler@columbuscsd.org</a>	9093
Registrar	Gayle Hoag	<a href="mailto:gayle.hoag@columbuscsd.org">gayle.hoag@columbuscsd.org</a>	9402

### **Roundy Elementary**

1212 Colton Street  
Columbus Junction, IA 52738  
Office: 319-728-6218  
Fax: 319-728-2134

	<b><u>Staff Name</u></b>	<b><u>Staff E-mail Address</u></b>	<b><u>Ext.</u></b>
Principal	Paul Southwell	<a href="mailto:paul.southwell@columbuscsd.org">paul.southwell@columbuscsd.org</a>	1090
Secretary	Brenda Wilson	<a href="mailto:brenda.wilson@columbuscsd.org">brenda.wilson@columbuscsd.org</a>	1091
Guidance Counselor	Kelly Tyler	<a href="mailto:kelly.tyler@columbuscsd.org">kelly.tyler@columbuscsd.org</a>	1129
Nurse	Barb Chaney	<a href="mailto:barb.chaney@columbuscsd.org">barb.chaney@columbuscsd.org</a>	1218
Information Technology	Todd Heck	<a href="mailto:todd.heck@columbuscsd.org">todd.heck@columbuscsd.org</a>	9096
Head Cook	Janice Pugh	<a href="mailto:janice.pugh@columbuscsd.org">janice.pugh@columbuscsd.org</a>	1120
Family Contact	Biak Thang	<a href="mailto:biak.thang@columbuscsd.org">biak.thang@columbuscsd.org</a>	1152
Preschool	Amanda Foertsch	<a href="mailto:amanda.foertsch@columbuscsd.org">amanda.foertsch@columbuscsd.org</a>	1201
Preschool	Eileen Heck	<a href="mailto:eileen.heck@columbuscsd.org">eileen.heck@columbuscsd.org</a>	1202
Preschool	Deb Negley	<a href="mailto:deb.negley@columbuscsd.org">deb.negley@columbuscsd.org</a>	1205
Kindergarten	Amanda Hotz	<a href="mailto:Amanda.hotz@columbuscsd.org">Amanda.hotz@columbuscsd.org</a>	1195
Kindergarten	Sarah Davis	<a href="mailto:sarah.davis@columbuscsd.org">sarah.davis@columbuscsd.org</a>	1198
Kindergarten	Emily Burroughs	<a href="mailto:Emily.burroughs@columbuscsd.org">Emily.burroughs@columbuscsd.org</a>	1192

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<b><u>Roundy Elementary</u></b>	<b><u>Staff Name</u></b>	<b><u>Staff E-mail Address</u></b>	<b><u>Ext.</u></b>
First grade	Anna Huston	<a href="mailto:anna.huston@columbuscsd.org">anna.huston@columbuscsd.org</a>	1189
First grade	Jody Schmitz	<a href="mailto:jody.schmitz@columbuscsd.org">jody.schmitz@columbuscsd.org</a>	1188
Second grade	Kim Wilson	<a href="mailto:kim.wilson@columbuscsd.org">kim.wilson@columbuscsd.org</a>	1168
Second grade	Teresa Murry	<a href="mailto:teresa.murry@columbuscsd.org">teresa.murry@columbuscsd.org</a>	1165
Second grade	Codi Sammons	<a href="mailto:codi.sammons@columbuscsd.org">codi.sammons@columbuscsd.org</a>	1169
Third grade	Alex Hitchcock	<a href="mailto:alex.hitchcock@columbuscsd.org">alex.hitchcock@columbuscsd.org</a>	1171
Third grade	Abby Threlkeld	<a href="mailto:abby.threlkeld@columbuscsd.org">abby.threlkeld@columbuscsd.org</a>	1161
Fourth grade	Darrell Headings	<a href="mailto:darrell.headings@columbuscsd.org">darrell.headings@columbuscsd.org</a>	1148
Fourth grade	Tera Rees	<a href="mailto:tera.rees@columbuscsd.org">tera.rees@columbuscsd.org</a>	1136
Fifth grade	Karen Drinkall	<a href="mailto:karen.drinkall@columbuscsd.org">karen.drinkall@columbuscsd.org</a>	1144
Fifth grade	Sherri Orris	<a href="mailto:sherri.orris@columbuscsd.org">sherri.orris@columbuscsd.org</a>	1145
Fifth grade	Savannah Skidmore	<a href="mailto:savannah.skidmore@columbuscsd.org">savannah.skidmore@columbuscsd.org</a>	1140
ESL	Jill Hernandez	<a href="mailto:jill.hernandez@columbuscsd.org">jill.hernandez@columbuscsd.org</a>	1135
ESL	Sarah Johnson	<a href="mailto:sarah.johnson@columbuscsd.org">sarah.johnson@columbuscsd.org</a>	1191
ESL	Christina Schenk	<a href="mailto:Christina.schenk@columbuscsd.org">Christina.schenk@columbuscsd.org</a>	1160
Special Education	Nicole Kitchen	<a href="mailto:Nicole.kitchen@columbuscsd.org">Nicole.kitchen@columbuscsd.org</a>	1158
Special Education	Megan Silva	<a href="mailto:megan.silva@columbuscsd.org">megan.silva@columbuscsd.org</a>	1141
Special Education	Sara Wellington	<a href="mailto:sara.wellington@columbuscsd.org">sara.wellington@columbuscsd.org</a>	1184
Title I Reading	Denise Ball	<a href="mailto:denise.ball@columbuscsd.org">denise.ball@columbuscsd.org</a>	1164
Title I Reading	Katie Beard	<a href="mailto:katie.beard@columbuscsd.org">katie.beard@columbuscsd.org</a>	1153
Title I Reading	Amy Connolly	<a href="mailto:amy.connolly@columbuscsd.org">amy.connolly@columbuscsd.org</a>	1154
Title I Reading	Tiffany Wiele	<a href="mailto:tiffany.wiele@columbuscsd.org">tiffany.wiele@columbuscsd.org</a>	1173
Library/Media	Amy Davis	<a href="mailto:amy.davis@columbuscsd.org">amy.davis@columbuscsd.org</a>	1177
Art	Matt Wagner	<a href="mailto:matt.wagner@columbuscsd.org">matt.wagner@columbuscsd.org</a>	1149
Band	Charles Mausser	<a href="mailto:charles.mausser@columbuscsd.org">charles.mausser@columbuscsd.org</a>	1124
Music	Molly Peterson	<a href="mailto:molly.peterson@columbuscsd.org">molly.peterson@columbuscsd.org</a>	1134
Physical Education	Tony Simmons	<a href="mailto:tony.simmons@columbuscsd.org">tony.simmons@columbuscsd.org</a>	1109
Talented and Gifted	Tessa Pugh	<a href="mailto:tesa.pugh@columbuscsd.org">tesa.pugh@columbuscsd.org</a>	1146
Instructional Coach	Kristen Payne	<a href="mailto:kristen.payne@columbuscsd.org">kristen.payne@columbuscsd.org</a>	1182
Instructional Coach	Katie Sands	<a href="mailto:katie.sands@columbuscsd.org">katie.sands@columbuscsd.org</a>	1180
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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 of 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). Students receiving direct Title I Reading 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 student's 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.

### **Reporting Student Progress**

Student progress is reported to parents four times a year through: parent teacher conferences, report cards, and midterms. 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 PowerSchool. Each child has a different ID number. You will need this information in order to check on your student's grades. This ID information can be obtained by calling 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, the report cards will be held in the office for two weeks for you to come and pick up.

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### **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.

### **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 informs 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 were excessive 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.

### **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.

### **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.

### **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.

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### **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 they are late arriving the parent must bring the child into the office and check them in and the student will receive a pass and then walk him or herself to the classroom.

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.

### **Messages for Students**

It is important that parents/guardians call the office **BEFORE 2:00 p.m.** (Monday-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.

### **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 on 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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### **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.

### **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

### **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.

### **Hot Lunch and Breakfast**

A computerized Lunch Express system will be used. Each child has an assigned number, which they need to know. Each student has an ID Card. The first card is issued free to each student. If the card is lost or damaged, the student will be issued another for \$1.00. Students deposit money into their account. A receipt is issued for all money deposited. When going through the lunch line, the student's number is scanned from the card into the computer. The computer deducts the amount for the meal or food purchased, whether it is breakfast, lunch, or extra milk. When a student's balance reaches a certain amount or no longer has money in his/her account, an automated phone call will be placed to the parent/guardian. A student will also have his/her hand stamped as a reminder they need lunch money. If a student's lunch account reaches a negative \$-10 balance they will be provided an alternative lunch that is not the main hot meal. This will stay in effect until the account is paid to a positive balance. Students wishing to purchase seconds must have money in their account. **There will be no charging starting the last full week of school. All accounts need to be paid in full before the end of the school year.**

At the end of the school year if your child has money in their lunch account it will be rolled over for the use the following school year. If your child is leaving the district, a refund of the amount that is in their account will be given or mailed to you.

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<b>MEAL PRICES</b>		<b>Students</b>	<b>Adults</b>
Full Pay:	Breakfast.....	\$1.25/day	\$1.75
	Lunch.....	\$2.25/day	\$3.50
Reduced:	Breakfast.....	\$0.30/day	
	Lunch.....	\$0.40/day	
Extra Meal:	Breakfast.....	\$0.50/day	
	Lunch.....	\$1.00/day	
Single day milk		\$0.25/per carton	

**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 hasn't 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 make arrangements 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.

**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 labeled 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.

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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.

### **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.

### **Dress Code**

Students should wear clothing suitable for public appearance. Any type of dress that does not disrupt the learning process or present a safety hazard is acceptable. Attire displaying alcohol, tobacco, illegal drugs, is sexually suggestive, or has a violent theme is inappropriate. Hats or other headdresses are not to be worn in the building. Students may be asked to change or turn clothing inside out. The principal will make the final determination on appropriate dress.

### **Cell phones**

Cell phones are not to be visible or in use between the hours of 7:45 - 3:45. Teachers and staff are expected to confiscate cell phones that are visible or in use and bring them to the office.

1st Offense – cell phone will be returned at the end of the school day.

2nd Offense – cell phone may be picked up by a parent at the school during regular school hours.

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### **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.

### **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.

### **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 should mail the invitations instead of having their child bring them to school.

### **Parties-Nutritional Foods**

Parties at school will be held in the classroom for various holidays. **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.

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.

### **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.

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**Positive Behavioral Intervention and Supports (PBIS)**

PBIS will be implemented in our building. All staff, students, and visitors will know our common expectations of the common areas around the school. Please see the matrix below that describes our PRIDE.

	<b>Hallway</b>	<b>Lunchroom</b>	<b>Recess</b>	<b>Outside Before School</b>
<b>P</b>	*Greet Others	*Use manners	*Use kind words and actions	*Use kind words and actions *Include others
<b>R</b>	*Open/close locker quietly *Body basics & Block 3 *Respond back *Use 0-1 Voice level *Use manners	*Food stays in cafeteria *Wait patiently in line. *Use level 2 voice in lunchroom *Use 0-1 voice in line *Touch and take what you need	*Play safely & use level 3 voice *Follow game and equipment rules *Use level 0 voice in line	*Keep hands, feet and belongings to self *Share and take turns *Follow morning rules *Use level 3 voice when outside *Use level 2 voice when inside by lockers
<b>I</b>	*Be a leader *Encourage others	*Keep lunchroom and lunch line clean	*Keeping hands and feet to self	*Greet others
<b>D</b>	*Go directly to destination *Always do the right thing	*Eat your own food *Keep feet/hands to self *Clean up your area	*Return all equipment when recess is done *Go directly to the line when whistle blows	*Sit in assigned area on bad weather days *Stay in designated areas *Keep area clean *Use sidewalks when lining up *Go to breakfast right away *Dress appropriately for the weather *Walk to designated areas (from cars or buses)
<b>E</b>	*Be your best every time/everywhere	*Be your best every time/everywhere	*Be your best every time/everywhere	*Be your best every time/everywhere

	<b>Restroom</b>	<b>Assembly</b>	<b>Bus</b>
<b>P</b>	*Wash your hands with soap and water	*Sit next to people who will help you make good choices	*Use manners *Greet driver and peers
<b>R</b>	*Respect privacy of others *Use bathroom quickly *Use level 1-2 voice	*Hands and feet to self *Enter/exit quietly *Use bleachers appropriately *Respectful of presenters *Use appropriate voice level	*Body basics *Use level 1 voice *Be respectful to driver and others *Follow adult instructions *Use manners
<b>I</b>	*2 pumps of soap, 2 paper towels, done in about 2 minutes	*Show appropriate responses	*Help others *Appropriate behavior
<b>D</b>	*flush, wash, leave *Keep restroom area clean	*Follow adult directions	*Keep track of personal space *Keep track of own belongings *Dress appropriately for the weather
<b>E</b>	*Be your best every time/everywhere	*Be your best every time/everywhere	*Be your best every time/everywhere

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### **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.

### **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.

### **Outdoors Recess**

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.

### **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.

### **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.

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