

Gilbert Intermediate Student Handbook

2019-2020



The Tiger Way is to be your BEST!

BE READY – BE SAFE – BE KIND

Every Student. Every Day.

The Gilbert Learning Community will foster a passion for learning and empower each student to become a productive citizen in today's global society.

**Gilbert Intermediate School
Parent and Student Handbook**

Dear Families,

Welcome to Gilbert Intermediate School! I am excited for another great school year and am even more excited to work with our AMAZING teaching and support staff as well as our children! We strive each day to provide the best for your child, following District motto, Every Student. Every Day.

This handbook contains information about the policies and procedures of Gilbert Intermediate School. A copy is provided to parents for reference via the school's website. A printed copy may be requested. **The handbook is updated each summer.** It is my hope that the use of this handbook will improve communication between the school and the home and diminish student or parent misunderstandings about expectations and procedures.

This handbook is officially adopted by the Board of Education as part of Board policy. The Board of Education meets regularly on the second Monday of the month (except for special meetings) in the District Conference Room.

Mrs. Amy Griffin
Intermediate Principal
515-232-3748
griffina@gilbertcsd.org

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Gilbert Intermediate 2019-2020 Staff

Click [HERE](#) to view Staff Directory on the Gilbert Schools Website

General Information for the Public

Each month during the school year the Gilbert Schools publishes a newsletter, which is available on the district website. The newsletter contains articles about the school and school activities, which are of interest to parents and other residents. If non-school groups in the district wish to place an announcement in the school newsletter, they should do so by submitting to Digital Backpack on the Gilbert Schools website.

Each year Gilbert Intermediate School will hold a Back to School Night where students and their parents can come see their new classroom, meet their teacher and bring their school items. There will also be parent information available at each classroom. Throughout the year the District will hold parent advisory group meetings, parent/teacher conferences, meetings of school support groups and various committee meetings. Music programs are presented by each grade in the high school auditorium throughout the winter and spring months.

Fundraising activities and solicitations at the intermediate school are strictly controlled. Sales people will not be allowed to talk to individual students or to classes without permission of the classroom teacher, the parents, or the school administration. Candy sales are not permitted during the school day. Some groups, such as the Gilbert PTO parent support organization, and other groups within the building are given permission to raise funds for specific projects.

School and non-school related groups using or renting the facilities for meetings may use school equipment (chairs, projectors, etc.) by making special arrangements with the building principal. School equipment is not to be used outside of the school building or off the school premises without the direct supervision of a school staff member.

At school programs, school staff members will assume responsibility for supervision of students involved in the program or activity. The school cannot assume responsibility for students not involved in the program. Typical activities such as an unsupervised football game in the parking area during a varsity football game, unsupervised students running or scuffling in the halls during basketball games, and other activities often result in student injury. Parents should be very specific about rules (especially for young children) at school programs and events. Parents are expected to be responsible for their children who are attending a school activity but not participating. Parents of unsupervised children who are demonstrating unacceptable behavior at school activities may be called to come and get their children. Children may also be denied admittance to other school activities in the future because of their improper or unacceptable behavior. **At varsity football games, Intermediate School students shall sit with an adult throughout the game.** We want to encourage students to be active spectators, demonstrating good sportsmanship.

Enrollment Process

Enrollment papers can be found on the District's website or at the Superintendent's Office. Prior to enrollment, parents must provide a completed health and immunization certificate for the child. All registration is online via our Powerschool system. Registration will typically the first week of August. Homeroom information will be available the first week of August as well and is viewable by logging into PowerSchool. Parent/Teacher Conference sign-up is also online, directions will be emailed to parents 2-3 weeks before to sign-up.

Parents who wish to open enroll students to Gilbert should contact the superintendent's office at 232-3740 for more information.

Office Procedures

Students may come to the office to purchase lunch credit and conduct other business. Normally, students will come to the office before school starts in the morning (after 7:45) for such business purposes. Students must have classroom or supervising teacher's written permission to come to the office during class time.

The use of the Intermediate School telephone is restricted. Students may use the telephone for calls before and after school. Student use of the telephone during class hours is on an emergency basis only or when given permission by their teacher or office staff. The students must have a teacher's permission and a compelling reason to use the telephone during the day. Calls to parents or friends for permission to go to a friend's home or have a friend visit at home are **not** permitted except under emergency conditions. These arrangements tend to be spontaneous and unnecessary use of the school telephone. It is best that such plans be made the evening before the visit so that all parents involved know what is being planned.

From time to time various organizations wish to distribute literature or announcements to students. The principal must approve the distribution. These distributions normally come from organizations such as scouts, little league, and various booster groups. Materials relating to sales or fund raising activities of non-school approved groups will not be distributed. Materials for distribution should be neatly typed and copies made with a duplicating process that is readable. The name of the organization, the name of the contact person, and a telephone number should be listed so that persons with inquiries will be able to communicate directly with the distributing organization. If the circulation is to go to every student, the materials should be counted and separated according to the number of students in each classroom. The number of students in each classroom can be obtained from the school secretary. Materials for distribution should be delivered to the office a day in advance of the distribution date.

Announcements for changing meeting times or dates of various activity groups in which students may be involved will not be made over the intercommunication system during the day. Breaking in on a classroom activity for an announcement which may concern only a few is disruptive. Usually the school secretary will deliver a note to the classrooms involved and the teacher can make the announcement at an appropriate time. If such announcements are necessary they should be called to the school as early as possible but **no later** than 2:15 p.m.

Materials & Books

Textbooks and instructional materials are provided for students through book rent and from the school general budget. Book rent represents only a portion of the annual expense for textbooks and workbooks. The balance comes from the general fund. The school does not make provision for general supplies such as pencils, note paper, crayons, rulers, etc. A list of these needs is usually sent home with students shortly after school starts or included in the pre-school mailing before registration. The supply lists created for each grade level are ideally what each child will bring to school, but we realize that not every student will have the ability to bring all items on the lists. We are happy to assist with any of the supply items. Please talk to your child's teacher or guidance counselor.

Food Service Program

As a service to parents and students Gilbert Community School maintains a program for nutritious lunches. Breakfast and lunch are now provided at all buildings. Lunch credit may be purchased at the office or online. The food service prices are:

Intermediate Lunch	\$2.65	Adult Lunch	\$3.75
Student Breakfast	\$1.70	Adult Breakfast . . .	\$2.20
Snack/Extra Milk	\$0.50		

At school registration, families set up accounts, which will be used for food service purchases. Each family account is maintained within the school dining software program by a dollar amount of credit. Parents can go to the district website and put any amount of money into the family account using a check or credit card.

- ✓ Students are given the opportunity to purchase additional milk at lunch with parent permission.
- ✓ Intermediate students will have the option to choose an alternate cold meat sandwich instead of the designated main dish. Also, 5th grade students can have ONE additional main entrée item with an additional charge of \$1.00.

The school dining software program will email or print out “low balance reminders” when an account reaches a low balance.

Since the Intermediate food preparation area is a satellite kitchen, the cooks must know in advance the number of lunches to be prepared in the main kitchen. A classroom lunch count is called in each morning at the beginning of the school day. If parents or visitors wish to eat lunch, they should call the intermediate office before 9:00 a.m. on the day they wish to eat at school. Parents pay the adult price for a lunch.

Lunchroom behavior for students is considered part of the educational process. Proper table manners are expected. Students are expected to contribute to an appropriate lunchroom environment by quiet conversation and proper behavior. These expectations are taught through PBIS.

Free & Reduced Price Lunches

Free and reduced price lunches are available for those families who qualify. Each fall material regarding free and reduced price lunches is distributed to all families in the district who have students in school. Application forms are available at the intermediate office during the year.

Fees & Assessments

Other than lunch and milk charge, the only payment is a textbook fee. The rate is \$92.00 per student per year. Families qualifying for free or reduced priced lunches will have the book rental fee waived. An application form for this fee waiver is available in the school offices.

Athletic Tickets

Activity tickets may be purchased for elementary students to attend middle school and high school events. Cost is \$55.00 per card and covers the entrance throughout the year (excludes district/regional events).

Attendance

According to the Iowa Code, it is the responsibility of parents to ensure that their students attend school. Regular attendance and punctuality are vital to academic success. Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program and to minimize disruptions to the educational process for all students. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and create habits of punctuality that will serve them well after they leave school.

However, there are times when students must miss school. Some of these absences will be unanticipated such as illness, death in the immediate family, or a student being needed at home for an emergency situation. For unanticipated absences the parent/guardian should call the school between 7:30 AM and 8:30 AM and explain the reason that his/her child will not be in school that day. Some absences will be anticipated, such as funerals, medical appointments, family trips, and school trips. For anticipated absences, a written note, e-mail, or telephone call explaining the absence should come to the school from the student's parent/guardian at least one day before the absence will occur.

Missing school for any reason impacts a student's ability to successfully complete work and learn the material necessary to be successful for the remainder of the school year and in future school years. **Absences** for any reason will be addressed as follows:

1. **Eight** absences in a given school year will result in a letter to parents indicating the number of absences and explaining the importance of regular attendance.
2. **Fifteen** absences in a given school year will result in a meeting with parents, the guidance counselor or principal, juvenile court officer (as needed) and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of absences, and to determine whether or not the absences warrant a referral to the county attorney.

Tardiness

A tardy is defined as arrival to class after the published start time. **Any student arriving at school after the school day has started (8:05 am) should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late.** Students who are tardy will be addressed as follows:

1. **4th-7th Tardy per quarter** will result in a letter to parents after the 4th tardy indicating the number of times the student has been tardy and explaining the importance of being on -time to classes.
2. **7th Tardy per quarter** will result in a parent meeting with the child's Teacher/Counselor to discuss violation of the mandatory attendance laws.
3. **8th Tardy per quarter** will result in a meeting with parents, the guidance counselor or principal, juvenile court officer, and the student. The purpose of the meeting will be to discuss the reason for tardiness, the possible consequences of continued tardiness, and to determine whether or not the tardiness warrants a referral to the county attorney.

Morning Arrival & Schedule

Students should not arrive at school before 7:45 a.m. The school doors will open at 7:30 am each school day. Adult supervision will begin at 7:45 am each school day. Breakfast is served from 7:45 – 8:05. If you plan on your child eating breakfast at school, they must arrive to school prior to 8:00. Students may play on the playground from 7:45-8:00, when the first bell rings to enter the school building. Classes will begin promptly at 8:05 am each day and are dismissed at 3:05 p.m. on all regular school days.

Walkers & Rider to School

Students who walk to school or ride bicycles are asked to use sidewalks where possible for safety. **All students will be required to cross at Mathews Drive and Stanley Street where the crossing guard is present.** Students should not walk or ride bicycles in the school driveways or parking lot immediately before and after school. Student pedestrians and bicycle riders should use the sidewalk. All bikes will be parked in the bike rack on the south side of the Intermediate School during the school day. Students should never walk between parked or moving buses.

Picking Up & Dropping Off Students

All buses will drop off and pick up students on the west side of the building. The northwest entrance to the intermediate school will not be open to drive through during 7:45-8:15 and 3:00-3:15. This is to decrease congestion and allow our buses to get to their other stops in a timely fashion. Parent drop off and pick up will need to enter by using the entrance on the east side of the school (opposite of the MS entrance). Parent drop off and pick up will occur on the north side of the school in the circle drive. Parents must stay in their vehicles if they are in the drop off/pick up line. If parents wish to get out, you may park in the parking lot and walk up to the school. We ask that parents continue around the circle drive and we will help direct your child to you. Stopping in front of the school impacts the number of cars we can get into the circle and can potentially back up traffic into the east entrance.

School Bus Transportation

The school district provides bus transportation for students living outside the town of Gilbert. Buses are also provided for transportation of special education students to their classes, for field trips, and various student activities. The following is a list of the school bus rules from the Board of Education policy book. Each student rider is expected to follow our PBIS expectations (Be Ready – Be Safe - Be Kind) :

1. Students who must cross the road to board the bus are to cross only after the bus has stopped, the stop arm extended, and the driver signals to cross. Students should cross only in front of the bus and never behind it.
2. Students are not to leave their seats while the bus is in motion. The bus driver may assign seats. Students may change seats when the bus is stopped, if the driver has granted permission.
3. At no time are students permitted to put hands, heads, etc., out the window. Students are not to throw items out the windows of the vehicle.
4. Excessive noise created by bus passengers can be hazardous, especially at railroad crossings and road intersections when the driver is trying to observe potential dangers. Students who create excessive noise may be subject to disciplinary action.
5. The driver may not discharge riders at places other than regular bus stops unless he or she has proper authorization. Proper authorization is a note from parents. Students returning home from school by means other than their regular bus should notify their regular driver.
6. Items brought on to the bus by students must be limited in size to those that the student holds, or that can be stored under the seat. District buses will not transport larger items. The driver shall have the authority to determine when an item is too large, and thus will not be transported. Large items constitute a safety hazard in accidents.
7. Students desiring to have friends ride their bus home must have approval of the route driver at least 24 hours in advance. All buses have a posted capacity; therefore, all such arrangements must have prior

approval. **Due to full buses, students may only have ONE extra student/friend ride the bus home with them.**

Students are asked to walk to and from the buses and to remain seated while on the bus. **Parents are asked to send a note with the student when it is necessary (see rule #5 above) for the student to ride a different bus, be picked up by someone else or any other different arrangements for leaving school.** The note is very important when a bus rider will be getting off at a stop other than normal. The driver must assume the responsibility for dropping students off at the proper place.

If the driver deems that a student has been inappropriate on the bus the following steps will be taken:

1. First written discipline notice will be a warning. Parents will be contacted and the principal will speak to the student about the behavior.
2. Second notice will result in a one-week removal from the bus.
3. Third notice will result in a two-week removal from the bus.
4. Fourth notice will result in removal from the bus for the remainder of the quarter.

Positive Behavior Intervention Supports

The Intermediate School uses PBIS as a way to create a positive climate and culture throughout the building. Using a common language with common expectations is best for kids and our staff. Through PBIS our staff strives to thoroughly teach expectations in every area in and outside of the building. Following our PBIS expectations of Be Ready, Be Safe, Be Kind, it is our ultimate goal that by explicitly teaching students what good behavior looks like, students will be able to self-monitor and become independent and internally motivated to succeed. Our process is not about punishment or reward, but rather students taking an active role in the behaviors that they exhibit. If a student does misbehave, he or she will be responsible for working through a follow-up agreement. Parents will be contacted anytime a child receives a behavior report. After the third behavior note, parents, teacher, guidance counselor and principal will meet to discuss a possible intervention plan. In the case of serious offenses that put the safety of students and staff at risk, the administration reserves the right to use in-school or out-of-school suspension days. Those offenses may include, but are not limited to: fighting resulting in injury, bringing weapons to school, threats to harm other students, persistent bullying and harassment of others, and willful destruction of property.

Playground Expectations:

- ✓ Shoes should be worn at all times
- ✓ Mulch should stay on the ground at all times
- ✓ Nature stays in nature. Plants, grasses, insects should stay outside
- ✓ Students should ask permission to go inside for any reason
- ✓ Keep hands and feet to self (Avoid rough play of any kind)
- ✓ Use school equipment while at recess
- ✓ Electronics should not go to the playground
- ✓ Use appropriate language
- ✓ Respect general landscaping, trees and plants

Swings:

- ✓ One at a time on swings
- ✓ Stop swing completely before getting off
- ✓ Swing back and forth – on bottoms

Structures:

- ✓ Use them as they are intended for only in a safe manner

Games:

- ✓ Touch football only
- ✓ Play fair and with good sportsmanship
- ✓ Include all that want to play

Winter & Ice:

- ✓ Ice should be avoided for safety reasons. If there is ice, students should be on their knees or crawling to avoid long falls.
- ✓ Snow can be used to build with only. Throwing of snow will be an immediate visit with Mrs. Griffin and may result in a loss of privilege.

Gymnastics & Cheer:

- ✓ Appropriate cheers and chants are permitted. For safety reasons avoid lifting each other or stunts.
- ✓ Include all that want to participate

CLOTHING:

TEMPERATURE	CLOTHING
60 and above	Kids' Choice
50 - 59	Long Sleeves
33 - 49	Coats
1 - 32	Coats, hats, gloves (snow pants and boots once it's snowed)
0 and below	Inside

The recess person on duty will decide recess. If necessary, Mrs. Griffin will decide at 11:30 if there will be indoor or outdoor recess. There is a sign in the lunchroom that indicates what recess will be. If there is snow on the playground, the children shall be required to wear snow pants and boots to go into the grassy areas. With tennis shoes only, they are allowed to use the hard surface areas so they have the ability to move around to some extent. If the grassy areas are wet or muddy we will stay on the hard surfaces (rocks and cement). If there is no snow on the ground, regardless of temperature, the children will be able to use the entire playground.

School Nurse & Student Illness

Parents are asked to call the school when students are ill or are to be absent for legitimate reasons prior to **8:30 am**. If a child is absent and the school has not been notified, the secretary or school nurse will attempt to contact parents, at work if necessary, to confirm that the absence is legitimate. The school nurse is available for first aid and on call for emergencies. The nurse or any school staff member may not dispense drugs (including aspirin) without parent or doctor's specific instructions. If any students are taking prescription drugs regularly, the school nurse should be informed, especially where there might be possibilities of insulin reaction, epileptic seizure, or super sensitivity to bee stings or other allergic reactions.

The normal procedure for handling a sick child is to call the parents and have the child picked up at school and taken home. Parents who work or parents who will be away from home should have contingency plans for sick children, such as an available neighbor, relative, or babysitter. Critical emergencies such as broken bones, burns, or severe cuts will be subject to the judgment of the school staff. If an injured student has to be transported immediately, whether by school vehicle or an ambulance, parents will be called immediately and may have to meet the student at the hospital or doctor's office depending upon the emergency.

Parents are asked to complete the nurse's emergency information. Information and instructions on this card helps the school staff in time of emergency.

Students who cannot participate in physical education for health reasons should have a doctor's excuse or prior arrangement between parent and teacher.

Usually, if a child is too ill to go outside for recess he or she is too ill to be in school. Parents who feel it is necessary for a student to stay in at recess for health reasons should contact the student's teacher. School staff and the school nurse feel that it is healthy for students to go outside for recess breaks whenever possible.

Health Information

Immunization

Iowa law requires that evidence of immunization be presented before any student will be enrolled in the Gilbert Community Schools. Immunizations required include diphtheria, whooping cough, tetanus, polio, measles and rubella. Mumps immunization is encouraged but not required. A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your medical office or issued by the school nurse. All children entering kindergarten are required to have received two doses of measles and rubella vaccine prior to entry. Where records indicate partial completion of these requirements, a provisional certificate will be issued allowing 120 days for remaining immunizations to be documented.

All students registering to attend the Gilbert Community Schools, who have lived in a country other than the USA within the past year, must provide proof of a recent Mantoux TB test.

Accidents or Illness

Our primary aim is to prevent accidents through close supervision and teaching safety in the school. However, if an accident should occur, or a child becomes ill at school, the parent/guardian will be notified at once. For this reason it is very important that the information on Powerschool is up-to-date and complete.

For the health benefit of your child and the other children that are in contact with them, keep your child home if any of the following conditions exist:

- o oral temperature of 100 degrees or more within 24 hours
- o vomiting or diarrhea within 24 hours
- o earache lasting more than one day
- o persistent cough, croup or chest congestion
- o pain that is severe or persistent (may need evaluation by a physician)
- o sore throat for three days, white spots, and/or fever, contact physician
- o rash that has not been evaluated by a physician
- o moist, draining lesions on the lip or skin
- o labored or painful breathing
- o reddened, matted or crusty eyes
- o untreated head lice

Medication Policy

School medication is administered following these guidelines:

1. Form signed by parents

2. Medication is in the original labeled container
3. Medication label contains the student's name, name of the medication, dose and time.
4. Annual renewal of authorization and immediate notification, in writing, of changes.

The medication permission form that requires a signature of the parent can be obtained from the school. Any medication brought to school must be kept in the original container. This includes Tylenol and other over-the-counter preparations, as well as prescription drugs. All medication must be stored in a locked cabinet in the office area and is to be administered by and consumed in the presence of designated school personnel. NO medications are to be administered at school without compliance with this procedure. Students using inhalers may keep that medication with them and self-administer with physician and parent approval. Please inform the school if your child will be using an inhaler.

Health Screenings

Heartland AEA 11 will conduct an annual Hearing Conservation program yearly. Students in 3rd grade will receive a hearing screening along with any students in 4th and 5th grade needing rechecked or new to Gilbert Schools. Parents will be notified about the results of the hearing test if their child does not pass the test. If you do not want your child to participate in the screening program and follow-up assessments by the audiologist, please notify the school office.

Iowa Department of Public Health Requirements

- ✓ Kindergarten Blood Lead Testing: Iowa children must have proof of a blood lead test before starting kindergarten, or as soon after that as the parents are notified that the child needs a test.
- ✓ Kindergarten Dental Screening: A dental screening must occur no earlier than age 3 and no later than 4 months after enrollment.
- ✓ Kindergarten Vision Screening: A screening needs to be done no earlier than 1 year before and no later than 6 months after school starts.
- ✓ 3rd grade Vision Screening: A screening needs to be done no later than 1 year before and no later than 6 months after school starts.

Human Growth & Development & Sexuality

The Gilbert Community School District provides fourth and fifth grade students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the school nurse or school counselor if they wish to review the curriculum, have questions, or would like their child excused from human growth and development instruction.

Exploratory Classes

In addition to the regular classroom activities, the students participate in other programs. Art, general music, physical education, guidance, and media are scheduled each week. There is a half-time talented and gifted program, a program for English Language Learners, At Risk Services for students in need, and special education program for those students who qualify.

Grading

At Gilbert Intermediate School, our teachers focus on the growth of student understanding and mastery in accordance to state mandated learning skills and concepts at each specific grade level. In most academic areas, students will

receive a 3 (Proficient), 2 (Developing), 1 (Beginning) based on the skills that they are expected to learn. Our staff strives to provide the best learning environment for your child(ren) and provide enrichment opportunities as well as support in areas that meet your child(ren)'s needs. Please contact your child's teacher with any academic questions that you may have. Below are other pieces of information that may be shared during conferences and reporting periods:

1. STATE AND NATIONAL RANKING/EDUCATIONAL GROWTH

How does Gilbert Intermediate School compare with other schools in the state and nation? How does my child compare with students in the rest of Iowa and to other schools in the country to which he/she might transfer? Does my child grow educationally from year to year at an acceptable rate?

2. LOCAL COMPARISONS OF ABILITY

How does my child's ability compare with that of the other students in his/her class?

3. SCHOOL WORK

What is the quality of my child's work? Is my child working up to the level he/she is capable of working? How hard does my child try?

4. SOCIAL RELATIONSHIPS

Does my child get along with other students? Does he/she enjoy school? Are there any behavior problems that need attention?

No one assessment can give us the true picture of a student. In the same manner, it is important for us to look at not just achievement in meeting the standard, but we need to look at their overall growth, as well.

Gilbert's Extended Learning Program (ELP) serves students who have qualified through the identified process in the area of math and reading. Differentiation is provided for all students in the classroom in all areas. Parents should communicate directly with their child's teacher if they have questions regarding more challenging content for their child.

Visitors

We welcome parents into the classrooms! All visitors must report to the office to sign in and pick-up a visitor badge to wear throughout the visit. Please know that all exterior doors will be locked from 8:05-3:15. Therefore, it will be necessary to ring the bell and notify the office of your purpose for coming to school before gaining entry into the building. Please schedule classroom visits ahead of time with your child's classroom teacher. If you are coming to school to drop off materials or cold lunch for a student, please do so in the office to avoid disruption to student learning. We do not routinely allow for visits from school-aged friends or family members from other schools. This provides a distraction to learning. Remember that school is the "work" of your children. Please recognize that we are actively learning here at school. Having a grandparent or even parent just "hanging out" all day can be distracting. If you would like to come, please call the teacher ahead of time and plan to be put to work.

Volunteers

Volunteers are an integral part of the program at Gilbert Intermediate. There are several avenues that one can take to share your time and talents. The most direct route will be through the classroom teachers. Our teachers

use parents and other volunteers to assist with individual students and small groups, as well as assist with clerical duties. Volunteers can contact the classroom teacher or school office who will be able to find any number of opportunities within the school. Finally, Gilbert PTO is always looking for volunteers to assist with the numerous projects that they have that benefit the students and staff.

Field Trips

Students Traveling with Parents:

Each year, many of our parents offer to accompany our classes on field trips. Parents occasionally inquire about transporting their child to the field trip in their personal vehicle. We want our students to go to the event using school provided transportation. This allows the teacher to discuss/review with students and parents the objectives and expectations of the field trip during the ride. After the conclusion of the activity, we will allow parents to drive their own children home after signing out with the classroom teacher, much the same as we do for interscholastic events. Parents that have made arrangements in writing prior to the event with the classroom teacher may have their child go home with an adult other than the child's parent.

Parents Riding the School Bus to Field Trips

We appreciate parent interest and support in student field trips, but please be advised that school bus transportation of all interested parents may not be possible. In these situations, parents who want to go on a field trip will be asked to drive their own vehicles.

Bullying & Harassment

Harassment, bullying and abuse are violations of the Gilbert school district policies, rules, and regulations, and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report student violating this rule to law enforcement officials. Sexual harassment may include unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party preference, political belief, socio-economic status, or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons. School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Appropriate Dress for Students

The general appearance of students reflects the character of our school and our community. It says a lot about who we are. Students are expected to wear clothing that is neat and acceptable in appearance.

1. Headwear for both males and females is not to be worn in the building between the hours of 7:00 AM to 4:00 PM except for medical reasons, religious exceptions and in the form of a stocking hat on the way to recess.
2. Clothing that promotes or depicts tobacco, alcohol, drugs, inappropriate language, or other offensive messages will not be allowed.
3. Shoes must be worn in the building at all times.

The following student attire is deemed inappropriate for school:

- ✓ Exposed undergarments
- ✓ Short skirts and short shorts

- ✓ Clothing that reveals cleavage or one's backside
- ✓ Clothing that does not cover the midriff
- ✓ Clothing that calls undue attention to an individual and may disrupt the educational environment

Infractions of this policy will result in progressive discipline that begins with being asked to change into clothing that meets the student dress standards. Continued infractions may result in detentions and suspensions. The intent for this policy is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work.

Winter Weather Dress

Parents should send students to school dressed appropriately for the weather. Classes stay indoors for recess only in very extreme weather (the guide used is if the wind chill or actual temperature is below zero). It is hazardous to assume that a light jacket and no cap or gloves will be sufficient during freezing weather. Bus students should be especially cautious during bad weather because of the possibility of engine failure or accident. Teachers and the building principal monitor the chill factor in winter weather. Decisions are made before each recess as to whether it is safe for students to go outside.

Student Care & Respect for the Intermediate Building

Students are expected to cooperate in maintaining the appearance and condition of the building. Classroom floors are carpeted for acoustical control and for instructional flexibility. Continuing efforts by professional staff, maintenance personnel, and by students keep the carpet in good condition. Students are not permitted to track on the carpet with muddy boots or shoes. The front foyer and main hallways is vinyl tile and allow ample area for the removal of muddy boots or shoes. Students with muddy shoes may change to their gym shoes in the building.

Damage to school equipment or facilities occasionally occur accidentally and the school budget allows for normal wear and tear on equipment. However, students who deliberately damage or break school equipment or fixtures will be asked to pay for the damage. In cases of deliberate damage or vandalism, parents will be contacted.

Classroom teachers will remind students about the rules regarding the use of glue, paints, and other materials, which could potentially degrade the appearance of the building.

Money/Valuables/Electronics at School

Students should bring money to school only for the purchase of lunch, lunch for field trips or for purchasing music books, etc. The student lockers are not locked and at no time should students leave watches, rings, money, or valuables in the lockers. Students are not permitted to sell or purchase items or otherwise participate in fundraising activities during school hours.

If a parent allows a child to bring a hand-held electronic device to school or on the bus, the student is responsible for the item. Electronics (cell phones, iPods, video games) are not allowed in the classroom unless otherwise specified by a teacher on special occasions. If a student has an item out during class time, it will result in the item being placed in the principal's office until the end of the day. A second time would result in placing the item in the principal's office until a parent comes to get it.

Technology

Personal cell phones, gaming devices, computers, tablets, or music devices should not be used in the building between the hours of 8:05 AM and 3:05 PM. The principal or classroom teacher will grant permission for exceptions

to this policy. Cell phones with cameras should never be in uses in restrooms, locker rooms, or other similar areas. Use of personal devices at inappropriate times will result in confiscation of the device and returning the item to the student at the end of the school day. A second offense will result in a parent/guardian meeting and returning the device to the parent/guardian after the meeting.

Gilbert Intermediate encourages students to use a variety of tools to enhance their learning and motivation to learn. It is our goal to ensure the ability of students to use them for legitimate academic purposes, while avoiding the potential for distraction and abuse. If you choose to send an electronic reading tool to school with your child, Gilbert Community Schools are not responsible for any lost, stolen or broken devices. The student lockers are not locked thus; there may be times during the day when the devices are not in their hands (i.e. lunch, recess, specials).

What devices are we talking about?

eReaders

eReaders are devices designed primarily for viewing books. Some examples include the Kindle, Nook, and Sony Reader. Students may use eReaders in school. Students may not connect these devices to the Internet while in school or use them for any purpose other than displaying reading material without teacher permission.

Tablet Computers

Touch screen devices with color LCD screens are considered tablets. This includes the iPod touch, iPad, and Android tablets, as well as crossover devices like the Kindle Fire and Nook Color.

Books and other digital media must comply with grade level literature guidelines and the student Technology Acceptable Use Policy. Parents are solely responsible for checking this content. Failure to comply with this policy may result in the revocation of eReader privileges.

The school policy on these devices will continue to evolve with the technology. If your child is not using their device in an appropriate manner, the teacher will turn the device over to the building principal and a conference with the child, parents and principal will be held to discuss appropriate use. If this would occur a second time, your child would be prohibited from bringing their reading device to school. If you have any questions please talk with Mrs. Griffin.

Social Media

The Intermediate School does appreciate the role that technology plays in communicating with our patrons. While parents are always welcome at Gilbert Intermediate, please refrain from posting pictures taken at class parties and field trips on Facebook or other social media sites. We also ask that our parents, as well as our staff, be respectful of the content that is posted on social media about issues that arise with other students, teachers, and the district. Face-to-face communication is always a better way to solve any issues that you might have that you would like addressed.

Online District Resources (Website, App, Digital Backpack)

Information about current events throughout the district and elementary, as well as important registration forms and links to staff webpages, can be found on the district website at www.gilbertcsd.org. Digital Backpack is a resource found on the district webpage. All forms and announcements such as camp flyers, sports sign-ups and community events can be found there. If you have something that you would like to have added you may submit it on the digital backpack site. Once submitted, it will be looked over for approval and then posted. The link can be accessed on the front page of the website. In addition, the district has developed an app for iPhones and Android. You can view a variety of things from the app as well as sign up to receive push notifications.

Capturing of Video/Photos/Audio at School or School Activities

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such a conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Drills

Two fire drills and two tornado drills are held each semester. When the fire alarm sounds, students exit the building via the nearest exit.

For tornado drills, students crouch in a protected position in the designated areas. Students are kept away from windows and doors where there might be danger of flying debris. Tornado alerts are sounded over the intercom system. In the case of an emergency, which is specific to the intermediate building; students will be transported to a designated location.

The school has prepared emergency evacuation plans in the event of a hazardous situation such as a chemical spill or an armed intruder. The plan involves evacuation to local churches or busing students home, whichever is appropriate. School staff receives in-service training for these situations.

Gilbert Schools has partnered with Story County Sheriff's Office in preparing our staff and students in how to respond if we have an intruder in or outside of our building. We follow the ALiCE model and each year all new students & staff are introduced to this model, led by Story County Sheriff's Office. We also have will have one intruder drill per school year.

ALiCE

A = Alert

L = Lockdown

i = inform

C = Counter

E = Evacuate

Emergency School Closings

The Gilbert Community School District's website is located at www.gcsd.org. The District has established a text/call/e-mail alert system to provide notice to parents in case school is postponed, cancelled, late start or dismissed early through School Messenger.

School closings will also be announced on television stations 5, 8 and 13 as early as possible on mornings when such a decision must be made. Students will not be able to use the school telephones to call parents.

Parents and students are to have contingency plans for such events.

Parent & Teacher Communication

Communication between parents and teachers is encouraged. Parents may call the school to make conference appointments with teachers. Parents are encouraged to attend the scheduled conferences in the fall and spring. Many of our teachers have weekly or monthly newsletters that are sent home or emailed. These are great ways to stay on top of what is happening in the class, and they are often where important announcements are located. In addition, many teachers have classroom websites where homework information, pictures, and important links can be found.

If a parent has a concern, it is always best to start with the classroom teacher or teacher involved. If resolution cannot be made, the building principal would be the second step. We believe that open communication is the cornerstone of the problem solving process, and it will work best when those with first-hand knowledge are at the table.

We very much value the communication from home, too. If your child has had a change that might affect his/her school day, please let the teacher and/or counselor know. An upcoming move, the death of a pet, or family tensions are nice to know to help make your child more at ease.

Each year there are several room parties. For these activities, room parents are appointed to assist with bringing refreshments and helping with the activities. You may sign up to assist with these events with your child's teacher. If you are planning to be at the school for a length of time, it is best to park in the west parking lot and walk around to the front of the school. As always, please be sure to check in at the office and get your visitor's badge.

Many classes have birthday treats when a student is having a birthday. Usually the student or parent brings a candy bar, cupcakes, or other treat. The birthday procedure varies from room to room and parents should check the procedure with either the teacher or the room parent. Students should not receive special deliveries at school (i.e balloons, flowers, etc.). If a delivery is made to school, for a student, they will not be permitted to take it on the bus and will pick it up in the office, after the school day is over.

Conference Before & After School

On occasion, some students may need to arrive early to confer with a teacher or for a special appointment. Students electing to stay after school for meetings or to help a teacher should have permission from both the classroom teacher and the parent. Students who are requested by teachers to remain after school for make-up work or special help will normally be allowed to plan a day or so ahead so that parents may be informed and can arrange for transportation if necessary.

Retention (Board Policy 505.2)

Parents should be apprised of the possibility of retention at an early date. They should be conferred with no later than January with a final decision deferred until May. Parents have the right to initiate retention consideration. Parents should be in agreement with the decision to retain. No one will be retained unless the Principal and Superintendent are in agreement with the decision.

Amplification System

Most of the 3-5 classrooms in the intermediate school will be equipped with sound-field amplification units. The reason for this addition is to assist those students with mild hearing loss, to help our younger students acquire initial letter sounds, and to promote positive behavior choices by our children as they are engaged by simply being able to hear. Students appreciate this additional support, noting when teachers have forgotten to turn on their microphone. Teachers appreciate the reduction in the stress to their voices.

Assignment of Students to Classes

Each spring the staff spends a great deal of time and care in assigning students to class lists for the following year. Consideration is given to class size, behavior, academic records, boy/girl balance, peer relationships, and student's needs. Parents will not be able to request a specific teacher. We do understand that parents have concerns and input that is very valuable. If you feel that you need to voice a concern please put that information in writing and submit to Mrs. Griffin (not your child's teacher) by May 1st. Our primary objective is for each and every student to have a successful school year.

Library Media Center (LMC)

The LMC is organized and maintained to increase student and adult learning through the use of a wide variety of media resources, including books, periodicals, electronic magazine indexes and books, TV-VCR/DVDs, CD-ROM, and computer access with networking to the world.

Fines are not charged for overdue materials, but children need to assume the responsibility of returning books to the LMC as soon as they are finished with them. Fines **are** charged if a book is damaged or lost. Please help your child develop the habit of returning their books to school. Library class generally is held on the same day of the week for each classroom throughout the year.

The LMC budget is subsidized by generous cash donations for birthday or honor books and by contributions from the Gilbert Foundation. Book Fairs are held each year and have been instrumental in helping to purchase new materials. We are thankful and truly appreciate the excellent participation and support provided by our community. Contributions of used books and magazines in good condition have been accepted and gratefully put to use every year. Parents will receive a flyer that tells about saving General Mills cereal box tops for cash and Campbell Soup labels.

Each student will have an individual library card with assigned barcode numbers that stay in the library. These cards will be used whenever they are in the media center. Students will use computer stations to locate materials, and determine availability. Overdue notices will be sent home with students.

Copyrighted Materials

It is the intent of Gilbert Community School to adhere to the provisions of copyright laws. Illegal copies of copyrighted material may not be made or used at school.

Student Teachers/University Students in Classrooms

Each year there may be several student teachers from one or more of the Iowa universities working in the classrooms. Usually arrangements are made so that no classroom teacher has more than one student teacher per school year.

The Intermediate School also cooperates with the universities in allowing volunteer teacher aides (students in their early years of teacher education programs) to work in the building. Usually these college students visit one day each week for about half a day at a time.

A third way of cooperating with institutions of higher education is through various educational research projects. These projects may originate in various departments at the colleges and usually involve some kind of data gathering and student observation. These projects are limited to two per year on a first come first serve basis. The amount of time that such research takes students away from class work is strictly controlled and none of this research is allowed without parent permission.

Lost & Found

A lost and found basket is maintained in the commons. Parents and students should check the lost and found regularly. It is unfortunate that at the end of each year boxes of jackets, gloves, sweaters, boots, and other items of clothing (usually in fairly good condition) go unclaimed.

Articles are donated three times per year:

After fall conferences (November)

After spring conferences (March)

After the last day of school (May)

School Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. **Students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time without advance notice, in compliance with board policy regulating search and seizure.**

Search & Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. **The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.**

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school

district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause a material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Pets

At times students wish to bring their pets to school. We have several students and staff with a variety of allergies, so this will not be permitted. Pets/animals will not be allowed to be inside Gilbert Intermediate School.

Photographs of Students

Each year the school allows a photographer to come to the school to take pictures of the classes. Parents wishing pictures should send money with the students prior to picture day. There are choices of various picture packages, and this information is listed in the material sent home. If parents are not satisfied with the pictures, the photographer will refund the money. A note is usually sent home with students about a week ahead of picture day so those students may dress appropriately.

Social Media & Email Release/Permission

At the beginning of the school year or as part of registration, all parents will receive a permission letter that needs to be filled out. This will indicate whether or not you give your child's teacher and Gilbert Intermediate School permission to use photographs on closed social media accounts, such as Twitter or SeeSaw. We will never identify student names, rather than use it to help tell our story of learning activities or celebrations supporting Every Student, Every Day. On this same permission form, parents will give permission to the teacher to communicate via email about their child throughout the school year.

Publication & Release of Directory Information

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, guardian not wanting this information released must make objection in writing to the principal or other person in charge of the school building which the student is attending. It is desirable to renew this objection in writing at the beginning of each school year.

Information that may be released: Name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Parents' Rights

Parents may pursue any of their own children's records by signing the proper forms. Parents are invited to visit classes. Classroom teachers do appreciate some advance notice of a visit. The routine visitation of school by friends from other schools will not be permitted.

Public Complaint

The board recognizes that situations may arise in the operation of the school district, which is of concern to the parents and other members of the school community. While the board welcomes constructive criticism, the board will attempt to keep unnecessary spiteful or negative complaints that do not offer positive advice to a minimum.

The board strongly encourages concerned individuals to attempt to solve problems on an informal basis by discussing concerns with the school employee most closely involved. However, school district patrons may initiate a formal three-step complaint procedure if they feel it is necessary to do so. Failure to follow the formal three-step complaint procedure shall not preclude individuals from giving testimony at a termination hearing.

This process is as follows:

Step 1: The concerned individual must request a meeting with the appropriate building principal. The building principal must discuss the complainant and identify the complaint with school employee.

Step 2: If the concerned individual has not found satisfaction after the meeting described in step 1, that individual may request a meeting with the superintendent to discuss the concern.

Step 3: If the concerned individual has not found satisfaction after completing steps 1 and 2, that individual may bring the concern to the Board of Directors of the school district. To bring a concern about a school district employee, the individual must notify the board president in writing and the board president will bring the complaint to the attention of the entire board and the item will be placed on the agenda of a Board meeting.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

If multiple individuals concerned about the same or closely related items have used the above public complaint procedure and the issue is still causing widespread concern within the school district community, then the Board of Directors may bring the issue to the attention of the superintendent and request the superintendent to re-investigate the issue and attempt to resolve the problem before making recommendations to solve the problem.

Tobacco Free Zone

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine is prohibited in school district facilities, including school vehicles, and on school grounds.

This policy applies at all times, including school-sponsored and nonschool-sponsored events. This ban extends to all school district personnel and visitors. Persons failing to abide by this policy are required to dispose of their tobacco materials or leave the school district premises immediately.

It is the responsibility of all school personnel to enforce this policy. It is the responsibility of the superintendent to develop administrative regulations to enforce this policy.

Abuse of Students by School Employees

The Iowa Code, Chapter 102, requires all school districts to appoint investigators to review allegations of "Abuse of Students by School Employees." The Level 1 Investigator for the Gilbert Community School District is Carrie Clark. Alternate investigators are Amy Griffin, Intermediate Principal, Staci Edwards, Elementary Principal and Mike Danilson, Middle School Principal. Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level 1 investigators.

Carrie Clark

Amy Griffin

Gilbert Superintendent's Office
103 Mathews Drive
Gilbert, Iowa 50105
515.232.3740
clarkc@gilbertcsd.org

Gilbert Intermediate School
103 Mathews Drive
Gilbert, IA 50105
515.232.3748
griffina@gilbertcsd.org

Inquiries may also be directed in writing to:

Director of Region 7 Office of Civil Rights
310 West Wisconsin Ave. Suite 800
Milwaukee, WI 53203-2292
414.291.1111

Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146
515.281.5294

Interrogation by an Outside Agency

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare. The administration must grant permission to requests made by child abuse investigators and court orders without informing parents.

Nondiscrimination Policy

It is the policy of the Gilbert Community School not to discriminate on the basis of age, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socioeconomic background in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 216.9 of the Iowa Code. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and a variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504, or Section 216.9 should be directed to the district's Equity Coordinator: Carrie Clark, Director of Curriculum; District Office; 103 Mathews Drive; Gilbert, Iowa 50105; 515-232-3740 or clarkc@gilbertcsd.org.