



## **Ames Community Schools**

415 Stanton Avenue

Ames, Iowa 50014

Phone: (515) 268-6600

[www.ames.k12.ia.us](http://www.ames.k12.ia.us)

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### Ames Community Schools Mission Statement

Ames Community Schools mission is to ensure that all learners develop the knowledge, skills, attitudes, values, and self-esteem necessary to grow in and shape a changing society.

<b>Building</b>	<b>Principals</b>	<b>Telephone</b>
Edwards	Mr. David Peterson	239-3760
Fellows	Ms. Carol Page	239-3765
Meeker	Mr. Steve Flynn	239-3770
Mitchell	Ms. Pam Stangeland	239-3775
Sawyer	Dr. Randy Podhaski	239-3790
Northwood Preschool Center	Ms. Jody Klaver	268-2470
Educational Services Center	Dr. Tim Taylor Superintendent	268-6660
Curriculum & Instruction	Dr. Mandy Ross, Assoc. Superintendent	268-6620
Business Services	Ms. Karen Shimp, Chief Financial Officer	268-6640
SUCCESS	Teresa McCune	268-6628
Registrar/Student Services K-5 <sup>th</sup>	Ms. Barb Peterson	268-6605
Bus Transportation	Durham Services	233-5424
Food Service	Chartwells	817-0631

Information is also available on the District website:

[www.ames.k12.ia.us](http://www.ames.k12.ia.us)

## The Ames Community Schools

The Ames Community School District sees education as a family and school endeavor where parent/guardian, child and the teaching staff work together to help each student enjoy school while achieving his/her maximum potential. We believe that this team approach maximizes the resources available to the child and will help to create a life long interest in learning. Education is the key to a successful life and grades kindergarten through 5<sup>th</sup> are extremely important in forming the student's basic educational foundation and attitudes toward learning. We seek your support and input into our educational programs.



It is the policy of the Ames Community School District to maintain a nondiscriminatory environment in every aspect of the operation of the District. The District will provide equal educational and employment opportunities without regard to sex, race, national origin, religion, creed, age, marital status, sexual orientation, disability, or socioeconomic status in its educational programs and activities or its employment and personnel policies. Dr. Tim E. Taylor, Deputy Superintendent, is the reporting officer for affirmative action, desegregation, and discrimination.

Dr. Tim E. Taylor  
Superintendent of Schools  
Educational Services Center  
415 Stanton Avenue  
Ames, IA 50014  
268-6610

## ***General Procedures***

### **School Hours**

Kindergarten through 5 <sup>th</sup> Grade (MTRF)	8:35 a.m.- 3:20 p.m.
Kindergarten through 5 <sup>th</sup> Grade (W)	8:35 a.m.- 2:05 p.m.

### **Arrival Time**

Students may go to their classrooms at 8:25 a.m. Classes begin at 8:35 a.m. Please plan so that your child arrives at school no earlier than 8:25 a.m.

Exceptions to the arrival time are band, orchestra, chorus, and world language lessons that may be held before school begins. Also, students eating breakfast may enter the building at 8:10 a.m. Each elementary school has specific protocol regarding students arriving before 8:25 a.m. Please check with the principal's office at your child's school for information specific to your school.

### **Closing School/Late Start**

It is the District's intention to hold school as scheduled according to the yearly calendar. Only severe conditions, which present danger to the health or safety of students and/or staff, will warrant the closing of school or a delayed start to the school day. Decisions about school closings, delayed start times or early dismissals are made by the superintendent. Announcements of morning closings and start time delays are made as early as possible, but no later than 6:45 a.m.

It is not the intent of the District to supplant the judgment of parents/guardians relative to the safety of their child(ren). The District recognizes that some parents/guardians may choose not to send their child(ren) to school in severe weather. This will be considered an excused absence. School closings necessitated because of mechanical equipment failures or other circumstances will be handled on a building basis.

### **Where to get Information**

Closing, start time delay, and early dismissal information is posted on the District website, [www.ames.k12.ia.us](http://www.ames.k12.ia.us) and Cable Channel 7. Information is also provided to radio stations KASI (1430 AM), KCCQ (105.1 FM), KRNT, and WHO (1040 AM), and television stations KCCI, WHO-TV and WOI-ABC5, as well as [ames365.com](http://ames365.com).

*Iowa School Alerts sends information via e-mail to parents/guardians who have registered for their free service. Go to <https://schoolalerts.iowa.gov> to register.*

Missed school days due to cancellations are made up after the last scheduled day of the school year.

### **Early Dismissals**

Only severe conditions which present a danger to the health of students and/or staff will warrant the dismissal of school early. The superintendent makes this decision. If a storm strikes during the time school is in session, there ordinarily will not be an early dismissal unless it is determined that buses would be unable to make the return trips at the regular time. Parents/Guardians may choose to pick up their child(ren) early.

Parents/guardians should instruct their child(ren) in proper procedures to follow if the parent/guardian should be away from home when school is dismissed early. If you are set up on the parent portal, you will be notified via email. We do NOT call parents of students in grades 3-5.

In the event a tornado or similar warning is received during school hours, students will be moved to safe areas of the building as determined by civil defense authorities. They will not be dismissed or sent home unless it can be determined there would be sufficient time to reach home, or until the "all clear" is received. Parents/Guardians and others should avoid calling the school so the communication lines will be open. Please be assured that every effort will be made to provide for the safety of your child(ren).

## **Student Attendance**

It is the responsibility of the parent, guardian, or legal custodian to make sure his/her children enrolled in the Ames Community Schools attend school as required by the laws of Iowa and follow the district's policies and regulations for attendance. There is a strong correlation between good attendance and the successful attainment of standards and benchmarks. Students who miss more than six days in any quarter or trimester will likely be adversely affected by those absences. The academic achievement of any student who misses more than 10 days in a school year will be closely reviewed. Grade level retention may result if all standards and benchmarks have not been attained.

**Student:** The student's responsibility is to be in school on time every day. If absent, the student must secure all make-up work and turn it in within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. If assigned, detention must be served.

**Parent/Guardian:** The parent/guardian's responsibility is to see that the student attends school every day and is on time. **If an absence is needed, the parent/guardian's responsibility is:**

- **to call the school secretary by 8:40 a.m.** Any absence not properly reported by telephone, in-person visit or note will be considered an unexcused absence.
- to write and sign a note, which details information on the absence (stating the date, the name and grade of the student, and reason(s) for the absence) and send it to school when the student next attends if there is no telephone in the home.
- to attend any needed conferences and agree to participate in any needed probation agreement.

**ABSENCES:** An absence is defined as not being present in the assigned school or class on a day or time classes are being held. An elementary student who arrives more than 60 minutes after the school starting time will be considered absent for half a day. If a parent/guardian picks up a student from school more than 60 minutes before dismissal time, the student will also absent for half a day.

## **1. Excused Absences**

An excused absence will be granted by the school upon parent/guardian telephone or in-person verification of the student's absence for reasons listed in this policy. If it is not possible to report the absence by telephone or in person, the student must bring a note signed by the parent/guardian with detailed information on the absence to school when he/she next attends.

An absence shall be excused only if sufficient evidence is presented to substantiate one of the following reasons:

- a) Personal illness (The school may require documentation from a medical provider or the school nurse after eight (8) accumulated days of absence for illness in a school year.)
- b) Family illness or death;
- c) Observance of a religious holiday;
- d) Extraordinary emergency in the home or family;
- e) Medical appointments that cannot be scheduled after school hours;
- f) Participation in school-sanctioned activity;
- g) Court appearance or other legal proceedings beyond the control of the family;
- h) Post secondary visits not to exceed three in a school year.

The school realizes that the parent/guardian may desire to have a student excused from school for reasons not listed. A written request for an exception will be considered by the principal. Students whose absences are approved shall make up work missed and receive full credit for the missed work. It is the responsibility of the student to initiate a procedure with the teacher for completion of the work missed.

## **2. Unexcused Absences**

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Schoolwork missed because of unexcused absences must be made up within two times the number of days absent. The time allowed for make up work may be extended at the discretion of the classroom teacher. Students who have unexcused absences may be denied points or percentages for attendance and participation if those points are used

as part of the grading process. If unexcused absences become excessive, a child's case will be reviewed for intervention/truancy.

- After five (5) unexcused absences, the parent/guardian will receive written notification from the principal or designee and a conversation by telephone or a meeting will be held to discuss the nature of the unexcused absences and corrective measures.
- After ten (10) unexcused absences, the parent/guardian will receive written notification from the principal or designee; and a mandatory meeting with the principal or designee, the parent/guardian, and student will be held for the purpose of discussing what interventions, if any, are needed to remedy the situation, including referral to the county attorney in the case of truancy.

A student who is deemed truant must participate in an attendance cooperation process (Iowa Code 239.5B & 299.12) where parents, the student, school officials, and other appropriate persons meet to determine ways to get the student to attend school. Ames Community School District requires students of compulsory attendance age to attend school a minimum of 170 days. In cases involving families of students in PreK-6 receiving Family Investment Program (FIP) benefits, a designated school representative is required by law to contact the Department of Human Services in the case of truancy. Families are then at risk of having their benefits reduced by 25% and may be referred to the county attorney. All other families with truancy issues are subject to possible civil or criminal penalties.

**TARDY:** A tardy is defined as being late to school within 30 minutes of starting time. Each teacher will use the District-defined attendance expectation for students. Because a tardy constitutes a class disruption, each tardy will be treated as a serious violation of the attendance regulations. The parent/guardian of a student who is tardy five or more times in a quarter or trimester will be notified. Interventions to correct the pattern of tardy arrival will be considered and implemented. (Ames School Board Policy JG)

## **Student Registration Information**

All students need to have updated registration information on file. The information is extremely important for making sure your child is safe and that someone can be reached if there is an emergency or early dismissal. The emergency contact person(s) on the form may be called if your child is not at school and we have not been contacted and we were not able to reach the parent/guardian.

## **Student Discipline**

Discipline is a term applied to character development, with the ultimate goal of developing students who are responsible, caring, fair, respectful, trustworthy and good citizens. Teachers have the authority and responsibility to maintain discipline in the classroom and discipline procedures will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent/guardian, use classroom disciplinary procedures, or refer the situation directly to the building principal.

The general expectations of good character for students to demonstrate while attending school or school-related functions are:

1. Be **Respectful** of yourself, others and property.
2. Be **Caring** of friends, acquaintances, and feelings.
3. Be **Responsible** for your decisions and actions.
4. Be **Fair** with your actions doing your part with an open mind.
5. Be **Trustworthy** with the attitude and materials for learning.
6. Be a **Good Citizen** in keeping our school safe and clean.

*See School Board Policy JG for the complete Student Conduct Code for the Ames Community Schools.*

## **Homework**

Homework may include, but is not limited to, work not completed during the school day, math computation, spelling practice, long-term project completion, and reading. Please consult with the teacher if you are concerned with amount of time your children spend on homework.

## **Recess**

Students will go outdoors for recess unless the temperature/wind chill is 0 degrees or weather does not permit being outdoors (rain, excessive wind, etc.). Staff make the decision whether to go outside or stay inside for recess. Please see that your child is dressed appropriately. Students are required to wear coats if the temperature is below 50 degrees. Recess supervisors have the authority to modify the temperature procedures depending on the weather conditions. Students who remain inside must have a valid request from parents/guardians.

## **Playground Rules**

- 1) Walk on sidewalks to and from playground.
- 2) Do not take food outside.
- 3) Ask permission before leaving playground.
- 4) Bring in any ball or jump rope that you bring.
- 5) Leave baseballs, softballs, and bats at home.
- 6) Swings
  - a) One student on a swing.
  - b) No jumping off or underdogs.
- 7) Slides
  - a) Feet first down the slide.
  - b) One at a time down the slide.
  - c) No walking up the slide.
- 8) Tag may only be played on the ground.
- 9) Touch football only with permission.
- 10) Line up quickly and quietly at the end of recess.
- 11) Winter Weather:
  - a) Snow pants and boots MUST be worn to play in the snow.
  - b) Students without boots must stay on the shoveled blacktop.



## **Lunch Guidelines**

Students are expected to demonstrate good character during their lunch period. Students are to follow the following guidelines:

1. Raise hand for help.
2. Request permission before leaving the lunchroom.
3. Do not play with or exchange food.
4. Do not touch another student's food.
5. Keep hands and feet to yourself.
6. Stay seated until the table is excused.
7. Leave the table and floor clean. Empty and stack trays.

## **Personal Appearance**

There is no specific dress code in the elementary schools, but we encourage children to dress in a manner consistent with standards of respect, good character, and reasonable levels of modesty that promote a proper learning environment. Acceptable appearance includes not only the proper selection and wearing of clothing but also personal grooming. Clothing that promotes the use of alcohol, drugs, or tobacco is not permitted.

## **Physical Education Guidelines**

Students must participate in physical education classes. Appropriate clothing and tennis shoes should be worn during physical education. TENNIS SHOES provide foot cushioning and safety in starting, stopping and running activities. Activities in stocking feet will not be permitted.

## **Class Assignment**

Requests in writing must be returned no later than **April 1**. While input will be considered the final decision remains the principal's. Our prime objective is for each and every student to have a successful year.

## **Visitor to the Schools**

Visitors are welcome in the Ames Community Schools. In order to eliminate potential disruptions of the instructional process, all visitors, prearranged educational observation groups, and study teams shall:

1. Make arrangements to visit buildings or classrooms with the building principal in advance of the visit. In most cases, prior notice of one week will ensure a positive experience for the school, students and visitors.
2. Help the school relative to the timing of the visit. For example, testing days and the days immediately preceding or following school vacation periods are generally not good times to visit.
3. Use common courtesy and follow directions from the staff, being aware that all visits are somewhat disruptive to the routine of school activities.
4. Defer to the judgment of the principal relative to visitations. The principal is responsible for making judgments about the impact of visitations on the program and has the obligation to prohibit persons from visiting a school or classroom if he/she believes that such a visitation would be excessively disruptive.
5. Sign in at the school office when arriving and sign out when leaving.
6. Wear a visitor badge provided in the school office. An exception could be granted at the school office for a large classroom event held during the school day.
7. Typically limit their visit to one class period or one hour.  
Parent/Guardian visitation is intended for a visit to his/her child's classroom.

## **Emergency Preparedness**

A District Emergency Plan is posted in each room of the school. This provides procedures to follow during an emergency. Fire drills and tornado drills are held regularly during the year. Evacuation directions are posted in each classroom. Students are expected to not talk during the drills and to move in an orderly manner.

## **Safety**

Keeping our students safe is one of our top priorities. We encourage parents/guardians to teach children about safety and ask that you use safe practices during arrival and dismissal times. Safety practices also include:

- **Supervision of students**, which occurs with the educational staff being visible in the hallways at the start of the school day, during lunch passing times and at the close of the school day, as well as at recess and in the lunchroom.
- **Preventative practices** include a school-wide student management plan and a focus on guiding students to use good character in all aspects of the school day. The focus is on teaching students what is expected.

## **Check-in & Check-out Procedures**

Students arriving after 8:35 a.m. or leaving prior to dismissal time must sign in/out or be signed in/out in the office. Students will only be able to leave with a parent/guardian, person indicated on the registration card, or after a verified parent/guardian provides permission for the student(s) to go with another adult.

## **Address or Phone Changes**

Please notify the principal's office as soon as possible of any changes in your address or phone number. If you are moving stop by the office for transfer information.

## **Telephone Usage**

District personnel do not call students to the phone except in an **emergency**. In case of necessity, please call the school office and the message will be delivered to your child(ren). Only emergency calls may be made by students. Permission by an adult is needed for students to use the phone. Staff is available for phone calls when they are not providing instruction. You are encouraged to leave a message and staff will contact you at their availability.

### **Skateboards/Roller Blades (School Board Policy JHF)**

Students do not have an opportunity to use skateboards, rollerblades, and Heelies during the school day and are asked not to bring them to school. Storage and safekeeping become problematic when these items are brought to school.

### **Bicycles (School Board Policy JHF)**

Children in grades three through five may ride a bicycle to school. Once children arrive at school, bicycles must be walked on the sidewalks. Bicycles must be parked in the bike rack. Bicycles may not be ridden on the blacktop areas. All students riding bicycles are encouraged to wear helmets.

### **City of Ames Crossing Guards**

There are crossing guards stationed to help your child safely cross busy intersections. Plan for your child to arrive at the intersection during the school day when the guards are on duty.

Mornings:	8:15 – 8:35 am
MTRF afternoons:	3:10 – 3:45 pm
Wednesday afternoons:	1:55 – 2:30 pm

### **Field Trips**

Parents/guardians are asked to sign permission slips during registration to take children on field trips throughout the school year. Some trips might involve students walking to a nearby location. Trips requiring transportation will often make use of volunteers driving their personal vehicles. Written notices of these school-sponsored field trips will be sent home with the date, destination, and means of transportation before the trip.

### **Volunteers**

Parents/Guardians may volunteer in the classroom, media center and office, as well as work on projects from their homes. If you are interested in volunteering in your child's school, please contact the principal's office. Volunteers must follow the procedures as per school board policy for background checks.

### **Gifts**

Students are not to exchange gifts. Individual gifts given to teachers by students are discouraged. A gift to a teacher by a student may not be opened in the presence of the class.

### **Birthdays/Parties**

There may be three class parties scheduled during the school year: fall, winter, and spring. Ready-to-serve treats may be distributed for these parties and birthdays. Homemade treats are discouraged, and healthful treats as outlined in School Board Policy AH are encouraged. Individual invitations to parties outside of school should not be distributed at school unless all the children in the class are invited.

### **Donation**

Anyone wanting to donate items or money to the school or an individual classroom is welcome to do so. Gift forms for acceptance by the Board of Directors are available in the principal's office.

### **Money**

Students should not carry extra money to school. They should carry lunch money in a safe place. You should be concerned if your child "comes up" with extra money found at school, or if he/she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

### **Student Pictures**

All students have the opportunity to have their picture taken in the fall. Payment for these pictures must be in advance. Notification of the date pictures will be taken and a price lists will be given to parents/guardians in advance of the day set for picture taking. In case of a child's absence, "make-up" dates are available.

### **Supplies**

Students are given a list of supplies needed and are responsible for their purchase. Students receiving free or reduced lunch rates may qualify for assistance from a special fund for purchasing school supplies.

### **Pets at School**

Families and students are discouraged from bringing pets to school. **Prior permission must be granted by the building principal** due to health and safety concerns.

### **Electronic Devices & Toys**

Students should not bring toys, trading cards, portable radios, CD players, tape players, televisions, Game Boys, beepers or pagers, cell phones, laser lights, and similar electronic items into the school without special permission from a school staff member. Items brought without permission may be confiscated and the parents/guardians may be notified.

### **Lost and Found**

Lost and found articles are placed in the main hallway. At the end of each school year, unclaimed items are given to worthy causes. Proper marking of clothing and other articles is very helpful.

### **Child Custody**

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Non-custodial parents have the right to access student records and receive any pertinent school information regarding their child. A copy of the court order should be filed in the office if a non-custodial parent does not have access to records or if the non-custodial parent does not have the right to have contact with the child.

### **Classroom Glance**

This is an opportunity before school begins to orient students and parents/guardians to the classroom, meet the teacher, and drop off school supplies. Parents/guardians may receive orientation information and procedures during this time.

### **Mini-Conferences**

Fifteen-minute mini-conferences will be available for all students in K-5<sup>th</sup> grades during the first days of the school year. The purpose of the mini-conference is to give parents/guardians the opportunity to share information about their child(ren).

### **Parent-Teacher Conferences**

In November and March, there are regularly scheduled parent-teacher conferences. These conferences will be scheduled for 25 minutes to review the child's progress. An optional conference may be scheduled at the request of parents/guardians or teacher in January or May. Other conferences may be initiated by either parents/guardians or teacher as the need arises. Student progress is reported in a combined checklist and narrative form. The report is given to the parents/guardians at the conference. A copy is also placed in the child's cumulative folder.

## ***Curriculum***

The educational program at all levels is grounded in the basics and enriched to meet the needs of all students. The majority of the school day is devoted to **reading, language arts, mathematics, science, health and social studies**. The abilities to think, write and solve problems are stressed in each academic area. Learning is extended and enhanced through use of our media centers and our technology labs. More specific information about District standards and grade level expectations may be found on the District website ([www.ames.k12.ia.us](http://www.ames.k12.ia.us)).

### **Art, Music, Physical Education, & Media**

Special subject classes are offered to elementary students in the areas of art, vocal music, physical education, and media. A schedule of each of these areas will be determined by the building principal. Each of these special subject classes is scheduled for each grade (K-5) for a 40-minute block of time during a 4-day cycle.

### **Technology**

Every elementary school classroom is equipped with computers and each building has a technology lab. The technology lab has hardware and software that supports the District's curriculum and enhances student learning. Classes visit the technology lab regularly. Internet access is available throughout the building for student use as it relates to classroom curriculum.

### **Band**

The Ames Community School District band program is available at the elementary level to students in 5<sup>th</sup> grade. Students are able to try instruments and receive an evaluation of which instrument(s) they would be best suited for to take home and share with their parents/guardians. Thirty minute small group lessons for first and second year players are given during the school day beginning in September. Morning large group rehearsals are from 7:50 - 8:30 a.m. The band performs for the school and for the public in the spring.

### **Chorus**

Students in 5<sup>th</sup> grade have the opportunity to participate in a choral performance ensemble. The chorus strives to develop singing skills through the performance literature.

### **Orchestra**

The Ames Community School District has an active orchestra program from 4<sup>th</sup> to 12<sup>th</sup> grade. Instruction for beginners is offered for the first time in 4<sup>th</sup> grade, but students may begin at any grade level. Elementary students meet once a week in small groups at their respective school for a 30-minute lesson during the school day. Beginning in November, string players from all our elementary schools who have been playing for at least one year will begin practice after school from 3:30-4:30 p.m. on Tuesdays at Ames High School in preparation for the Winter Orchestra Concert.



## **Programs and Services**

### **SUCCESS**

SUCCESS services are provided to K-12 students needing assistance and support in the areas of reading and mathematics. Through appropriate prevention and intervention strategies, SUCCESS provides a comprehensive approach to the delivery of services to students by providing assistance to students in need of intervention to accelerate their reading and mathematics growth.

Mitchell is a Title I School, which means that the Title I Federal funds are used in collaboration with state at-risk funding to provide flexibility for these teachers to work with any of the students at Mitchell. If a teacher recommends that a student receive direct services, the parents/guardians will be notified about the reading or math performance. Parents/guardians will be asked to sign a permission slip prior to placement with these services.

### **English as a Second Language (ESL)**

Students whose ability to comprehend, speak, write or read English is impeded because the student's native language is other than English may be eligible for supplemental services. Referrals can be initiated through the building principal or by contacting Ms. Teresa McCune at 817-0636.

### **School and Family Counselor**

The School Family Counselor serves as a bridge between the school, family and community. The SFC works with identified families to facilitate student success at school and communication between school and home. This counselor spends about 60% of their time with identified students/families in need of assistance as the result of issues directly affecting a student's success at school. The other 40% of time their role as counselor supports ALL students with personal/social and academic issues that help them be more successful in the learning environment at school.

### **Extended Learning Program (ELP)**

The ELP program for talented and gifted students provides educational experiences to meet the needs of exceptionally able students who require differentiated educational programs and/or services beyond the normal regular school program. The identification procedure for elementary ELP is initiated during the second semester of 3<sup>rd</sup> grade. All students are included in the preliminary screening. Formal programming for identified students – 15 percent of each grade level – begins in the fall for 4<sup>th</sup> to 5<sup>th</sup> graders. Each year elementary students are reviewed for ELP services and are reevaluated as they enter the secondary schools.

### **Special Education Services**

A continuum of special education services is available to students with disabilities starting at pre-kindergarten. Teachers use the General Education Intervention Process GEI to provide supplemental and more intense interventions to support student growth. If the GEI interventions are not providing an acceptable growth rate then a Disability Suspect Meeting, including the parent, is the forum where student data is presented for determining if there is consensus to proceed towards an evaluation to determine if a student qualifies for Special Education services. A comprehensive evaluation may be needed. This service is provided at no cost to the parents/guardians.

Special education services are provided for speech and language disorders; learning, behavioral and mental disabilities; physical, visual and hearing impairments; autism; and traumatic brain injury. Students who qualify for services have an Individual Education Plan (IEP) that is developed by a team consisting of parents/guardians, teachers, principal, and specialist from the Heartland Area Education Agency. The Heartland Area Education Agency (AEA) serves our District.

## **Health Services**

**Immunization:** Iowa law requires that evidence of immunization be presented before any student will be enrolled in the Ames Community Schools. A certificate documenting these immunizations is to be on file for each student attending and may be obtained through your medical/public health office. Where records indicate partial completion of these requirements, a provisional certificate will be issued. All students registering with the Ames Community Schools who have lived in a country other than the USA within the past year, must provide proof of a current (within the past year) Mantoux T.B. test.

**Medications:** Most students taking medication can be adequately treated by taking the medication before and after school. However, some students' health and educational needs require that they take medication during the school day. For these students, the District will assist in administering medication upon written request of the parent(s)/guardian(s) and under the direction of a legal prescriber. The District accommodates families by allowing the parent/guardian to personally administer medication, over-the-counter medication, or an alternative medicine product at school.

**Screenings:** Vision screening is performed annually for students in grades 1, 3, and 5. Hearing screening is performed annually for students in grades K-5. Individual screenings are conducted upon request. Dental screening is required by Iowa law prior to enrolling in grades K-9. If your child has had a dental exam in the last year, please contact your dentist for the appropriate form. All kindergarten students are required by Iowa law to have a blood lead level test. Please contact your physician to verify this has been done. No form is required, as it will be recorded on a statewide registry.

**Head Lice:** The Iowa Department of Health recommends that parents/guardians screen their children for lice weekly during the school year. This approach recognizes that parents/guardians can screen their children more thoroughly and frequently than in the school setting. Having parents/guardians do the screening prevents disruption of classroom activity. In addition, quicker recognition of lice provides the opportunity for prompt treatment, resulting in minimal or no absence from school.

## **Accident Insurance**

Information regarding supplemental accidental insurance is available in the principal's office. It covers accidental bodily injury occurring while the coverage is in force. Illnesses such as measles, sore throats, etc., are not covered. The District makes this coverage available as a service to the community so parents/guardians can supplement their own insurance programs or provide accidental insurance coverage for their child(ren).

## **Media Center**

Each class visits the media center regularly. Every student has an opportunity to check out books. Students are also encouraged to visit the media center individually throughout the week. Students may borrow items and keep them for up to two weeks. They are notified when things they have borrowed are overdue, and they are expected to pay for lost or damaged items during the time borrowed.

## **Lunch & Breakfast Program**

School breakfast is available to all students. All students are encouraged to eat a school lunch, or they may bring a sack lunch. School lunch is available to all students. (One-half pint of milk is included with lunch.) Students who bring their lunch may purchase milk.

If a student leaves the building for lunch with an adult, they need to bring a note giving permission to do so, and the adult must come inside the building to sign the student out. This also assists the lunch clerk in providing an accurate lunch count in order to serve the students effectively. If you (parent/guardian) plan to eat lunch with your child, please contact the school office by 9 a.m. in order to assist an accurate lunch count for that day. If your child is late arriving at school due to doctor or other appointment, please call the school office to order the student's lunch by 9 a.m. in order to assist an accurate lunch count for that day.

Money may be deposited into a student's account in any amount. Students may charge the equivalent of one lunch. If that amount is exceeded the student will be given a peanut butter and jelly sandwich and milk for lunch. Reminder letters will be sent home in advance of low lunch funds. Money may be dropped off in the box located in the hallway outside the gym. Lunch and milk deposits are not refundable unless a student moves from the district. Lunch menus for the month are sent home with students, are printed in *The Tribune*, and are available on the district website.

**Free and Reduced Lunch:** If your family income meets the federal and state requirements, and completes the application, they may be eligible for free or reduced priced school meals, supply fees, and discretionary transportation. Application forms are available in the principal's office. Persons eligible last year or in another school district must reapply.

## **Bus Transportation**

Students that live farther than two miles from their assigned school qualify for transportation. Discretionary transportation may be available to those families who live closer than two miles from their assigned school. If you are interested in discretionary transportation please contact Durham, 2019 East Lincolnway, 515-233-5424.

## **District Policies**

### **Nondiscrimination**

A part of the District's Nondiscrimination Policy deals with students. The entire policy (AC and JB) and grievance procedures are available in the District Offices and on the District website.

The District will provide equal educational and employment opportunities without regard to color, sex, race, national origin, religion, age, marital status, sexual orientation, or disability in its educational programs and activities and its employment and personnel policies. A fair and equitable environment will be provided for all students and employees regardless of their color, sex, race, national origin, religion, age, marital status, sexual orientation, or disability.

Any person inquiring about or seeking assistance with the District's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (AEA) or Section 504 is directed to contact Dr. Tim Taylor, Superintendent of Schools, at Crawford Educational Services Center, 415 Stanton Avenue, Ames, Iowa 50014, 268-6610, who has been designated as the coordinator of the District's efforts to comply with these regulations.

### **Searches**

The Ames Community Schools District Board of Directors has established a policy (JFG) concerning searches. A complete copy of the District's search policy is available at the District Offices and the District website.

Upon reasonable suspicion that a violation of the school's rules or policies has occurred, including violation of the substance abuse policy, or upon reasonable suspicion that a person is in possession of

contraband or unauthorized items, authorized school officials may inspect lockers, desks, and work areas; and anyone entering, leaving, or on the school premises, including students, school employees, employees of contractors or their subcontractors, or agents doing business with the school; and others such as visitors and guests. Maintenance inspections will be conducted upon 24 hours' notice. Entry into school property is deemed consent to inspection of person, vehicle, and personal effects. When appropriate, items found in the course of an inspection will be taken into custody and may be turned over to appropriate law enforcement agencies.

### **Questions/Concerns**

The Ames Community School District staff is committed to working with parents/guardians to resolve questions and/or concerns that may arise. Do not hesitate to bring any question/concern to the attention of the teacher most directly involved. If the concern regards school policy, the building principal should be contacted. In all cases, the principal is available to assist parents/guardians and staff in resolving concerns.

### **Student Records Access and Confidentiality**

Cumulative records are maintained for each child who enters school. The record contains test information, progress reports, health records, and other pertinent data. The Ames Community Schools provide for the maintenance of student records in a confidential manner in conformity to Chapter 68A of the Code of Iowa. The policy embodies the concept that parents/guardians may have access to student records and that people outside the school system may have access only under strict regulations, which generally require written consent from the student's parents/guardians. Parents/guardians who wish to examine their student's records may arrange to do so by contacting the principal. The entire policy (JO) is available in the District Offices and on the District website.

### **Abuse of Students by District Personnel**

It is District policy that school employees/volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior towards students. The District will respond to allegations of abuse by school employees/volunteers by investigating or arranging for investigation of any allegation. Anyone believing that a student has been abused by a District employee/volunteer shall report the abuse to the Director of Special Education. The entire policy (JHFF) on abuse of students by District personnel is available in the District Offices and the District website.

### **Student Directory Information**

The District and/or the principal of each attendance center may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information. A parent/guardian not wanting this information released to the public must annually make objection in writing by September 15 to the building principal.

### **Harassment and Bullying**

District policy prohibits harassment, bullying, hazing, or any other victimization, of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. [Traits or characteristics as defined in Iowa Code 280.28(2)(c).]

Students who believe they have suffered harassment or bullying shall report in a timely manner such matters to their building principal who are compliance officers for harassment and bullying complaints. Claims regarding harassment and bullying may also be reported to the Deputy Superintendent, the alternate compliance officer, 415 Stanton Avenue, Ames, Iowa 50014, 268-6610. The entire harassment/bullying policy (GBP and JHFG) is available in the principal's office, the District Offices and the District website.

### **No Child Left Behind**

Under the federal education law, commonly known as No Child Left

Behind, parents have a right to know the professional qualifications of their children's teacher(s). It is the right of a parent to ask for the following information about each of their children's classroom teachers:

1. Whether the State of Iowa has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency or provisional status for which the State of Iowa licensing criteria have been waived.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.

If you would like to receive the information regarding your child's teacher, please contact the Office of Human Resources at the Educational Services Center at 515-268-6612. The Ames Community School District is committed to the success of your child and we appreciate your partnership in our efforts.

## PTA

### What is PTA and how can you be an active member of PTA?

PTA stands for *Parent Teacher Association*. The number-one reason to join the PTA is to benefit your child. In doing so, you also help your school. But there are many more advantages. Here are just a few:

**Get Connected.** There's no better way to know what's happening in your school. **Discover Great Resources.** The PTA offers a variety of programs designed for parents as well as students. **Tap into a Network.** Parenting is not easy—it helps to share ideas, concerns and experiences with other parents and educators in the community. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. **Watch Yourself Grow.** By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause—your child and all children in the community. **Speak Up.** Because the PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school. **Witness Improvement.** By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, and social events—all vital to a school's success. **Be a Role Model.** By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.

### [Join Us Today!](#)

#### 2011-12 Kate Mitchell PTA Board:

Mike Moore, President	<a href="mailto:mike.moore@mchsi.com">mike.moore@mchsi.com</a>	232-7462
Joan Fitzsimmons	<a href="mailto:joan.fitzsimmons@ames.k12.ia.us">joan.fitzsimmons@ames.k12.ia.us</a>	239-3775
Secretary		
Kelly Moore, Hospitality	<a href="mailto:kelli@iastate.edu">kelli@iastate.edu</a>	232-7462
Christine Engelhardt	<a href="mailto:ctengelhardt@gmail.com">ctengelhardt@gmail.com</a>	231-1854
Treasurer		
Kris Hiders, Treasurer	<a href="mailto:hinders@gmail.com">hinders@gmail.com</a>	292-0662

## KATE MITCHELL ELEMENTARY SCHOOL

### STAFF: 2011-2012

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Pam Stangeland	Principal	Paul Tallman	Band
Kari Ellett	Secretary	Helen Park	Orchestra
Brooke Dannen	Nurse	Tana Tesdall	Vocal Music
Diane Martin	Health Assoc.	Cheryl Stalder	Vocal Music
Charlyn Mason	Kindergarten	Jesse VonBehren	Physical Ed
Vanessa Cortes	Kindergarten	Sally Shaver	Physical Ed
Ann Espinosa	First Grade	Carl Waller	Custodian
Kenessa Jones	First Grade	Cheryl Jones	Custodian
Heather Spalding	First Grade		
Heather Briggs	Second Grade	Jodi Pille	EA
Marie Shipley	Second Grade	Jeanie Musgrove	EA
Brietta Voss	Second Grade	Heather Funnell	EA
Jennifer Pudenz	Third Grade	Teri Elrod	EA
Barb Sailsbury	Third Grade	Glenda Meyn	EA
Drew DeJong	Fourth Grade	Patti Richardson	EA
Natalie Murdoch	Fourth Grade	Julie Sankey	EA
Allison Martens	Fifth Grade	Lucinda Doty	EA
Karen Sawhill	Fifth Grade	Mary Sailor	EA
Joan Fitzsimmons	Media Specialist	Mandy White	EA
Barbara Chieves	Media Technologist	Mike Orr	EA
Sherry Gehlsen	IS	Russell Jackson	Interpreter
Nancy Burhenn	IS		
Linda Nerdig	IS	Mary Jo Browning	Foster
Mary Harrison	IS		Grandmother
Karen Forster	School/Family Coun	Kathy Shaver	Foster
Jennifer Marksburly	Art		Grandmother
Megan Cummings	Art		
Marcia Downing	SUCCESS	Donna Zirbel	Food Service
Marlys Hindman	SUCCESS	Lou Watkins	Food Service
Paula Norton	SUCCESS	Karen Cruise	Mentoring
Ariane Schmidt	ELP	Rhonda Weiss	Heartland
Ginny Lavelle	ELP	Larry Nikl	Heartland
		JoAnn Hansen	Heartland

<b>Mitchell Elementary School</b> <b>Calendar for 2011-12</b>
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**August**

- 11 Classroom assignments posted  
Sign-up for Mini-Conferences  
New Family Orientation, 6 p.m.
- 17 Meet & Greet in your rooms, 3-4 p.m
- 18 Classes Begin–Full day for Gr 1-5, 8:35 am- 3:20pm  
Glimpses Day for Kindergarten
- 19 Full Day of Classes for Gr 1-5, 8:35 am-3:20 pm  
Glimpses Day for Kindergarten
- 22-25 Classes dismissed, 1:45 p.m.  
Mini-Conferences, 2:00-4:00 p.m.

**September**

- 5 Labor Day – No School
- 6 PTA meeting in the Media Center, 6:30 p.m.
- 15 Children’s Theater, 10:00 a.m.
- 16 PTA Coffee in the Garden, 7:30-9 a.m.  
PTA Fall Fundraiser
- 20 Mitchell Open House, 6-7:30 p.m.
- 21 School Pictures
- 29 Farmer’s market @ Mitchell Community Garden

**October**

- 3 No School - Districtwide Workshop Day
- 11 PTA meeting w/parents & students, costume exchange
- 21 End of First Nine Weeks
- 28 Spaghetti Supper, 5-7 p.m.

**November**

- 3 Children’s Theater, 2:15 p.m.
- 7 No School for students, Conference Prep for Teachers
- 8 Regular School Day for Students/Conf.
- 9 Health Fair @ Mitchell (Reg. School Day)/Conf
- 7-10 Conferences

- 11 No School for students – Conferences
- 24-25 No School – Thanksgiving Break

**December 19-January 2**

No School – Winter Break

**January**

- 2 Classes Resume
- 12 End of Second Nine Weeks
- 10 PTA meeting in the Media Center, 6:30 p.m.
- 16 No School – Districtwide Workshop Day
- 26 Family Night

**March**

- 1 PTA meeting in the Media Center, 6:30 p.m.
- 5 No School
- 6 Regular School Day for students/Conf.
- 7 Regular Wed. schedule /Conferences
- 8 No School for students/Conferences
- 9 No School
- 12-16 Spring Break
- 23 End of Third Nine weeks

**April**

- 2 Children’s Theater, 9:00 a.m.
- TBA Mitchell Carnival, 4-7 p.m.
- 19 All-Elementary Orchestra Concert, 7 p.m.

**May**

- 1 ED/MI/SA Band Concert, 7 p.m., AMS
- 8 PTA meeting in the Media Center, 6:30 p.m.
- 25 5<sup>th</sup> Grade graduation celebration, 2 p.m.
- 25 End of Fourth Nine Weeks
- 25 Last Day of School
- 28 No School – Memorial Day
- 29 Teacher Work Day
- \* Snow makeup days as needed