



**OSAGE**  
**Elementary**  
**Student-Parent**  
**Handbook**  
*2016-2017*



## Principal's Message

Dear Parents and Guardians,

My name is Greg Adams, and I am excited to be the elementary principal! In fact, all of us at Lincoln Elementary School are excited about the upcoming school year – there are so many wonderful things to look forward to this fall. We are excited and thankful for the 1:1 technology, knowing that the iPads and Chromebooks will enhance instruction, creativity, and student learning! Our PRIDE has brought a focus on positive behaviors and common expectations.

Our focus on student learning has served us well in the past, and will continue to be our driving force in the future. The mission of the Osage Community School District is “to sustain and enhance a caring community to produce enthusiasm for lifelong learning”. Our outstanding faculty and staff are not only prime examples of lifelong learners, but also create a climate that is perfect for all students to achieve. Through student-centered activities, problem based lessons, collaborative learning groups, as well as a variety of other best teaching practices, our students will be better prepared for the challenges and opportunities of the 21<sup>st</sup> Century. I am proud to say that we will do our very best to ensure that your child’s individual learning needs are met.

Our school continues to encourage your engagement and commitment to your child’s education. A strong partnership between home and school can greatly benefit your child as he or she grows and matures.

This handbook was designed to help you and your child to learn about Lincoln Elementary. It is not all-inclusive, but does cover most items for parents, guardians, and students.

I look forward to working with you throughout the upcoming school year! Please contact us with any comments or concerns.

Sincerely,

Mr. Greg Adams  
Osage Elementary Principal



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## Osage Elementary Goals 2016-2017

The students and staff at Osage Elementary Schools will be working on the following goals for the 2016-2017 school year:

- Limit the occurrences of bullying & harassment behaviors within the school community through our PRIDE program, Nurtured Heart, and ACE's training.
- Strive to increase reading comprehension, math proficiency, and science proficiency.
- Encourage parents to actively participate in their child's education by asking them to attend parent-teacher conferences and school functions; working with their children on homework or school related activities at home; and to keep aware of school events by reading all school communications.



## SUPPLY LIST

**These are the supplies needed for each grade.  
Please bring only the supplies that are listed.**

### 4 YEAR OLD PRESCHOOL

Box of 24 basic color crayons  
Box of Crayola Classic Washable Markers  
Four Elmer's white school glue sticks  
One spiral notebook 8-1/2 x 11 size, wide-lined  
One school bag (large enough to hold 8-1/2x11)  
One two pocket folder  
Package of napkins  
Large box of Kleenex to share  
Two Clorox Wipes

### KINDERGARTEN PREP

2 boxes of 24 Crayola colors (regular size)  
School Box  
School Bag  
2-pocket folder (no side-pockets or trappers)  
Large box of Kleenex to share  
4 Glue Sticks  
Box of zip lock bags (quart sized)  
Fiskar Blunt metal scissors  
½ inch thick vinyl rest mat  
Color book - simple objects, large pictures  
Package of napkins  
2 containers of Clorox wipes  
2 boxes of cereal or crackers

### KINDERGARTEN

2 Boxes of 8 Crayola colors (regular size)  
School Box (no bags)  
School Backpack  
Color book  
2-pocket folder (no side-pockets or trappers)  
Large box of Kleenex to share  
2 - 4 packs Glue Sticks  
Box of Ziplock bags (quart size)  
Three #2 pencils (no mechanical pencils)  
One spiral notebook (wide-lined)  
Box of Crayola washable markers  
Fiskar blunt metal scissors  
½ inch thick vinyl rest mat  
Headphones  
Clorox Wipes

### 1ST GRADE

2 Boxes Crayola Crayons-not bigger than 24 ct.  
6 Elmer's White School sticks  
Several # 2 pencils (NO mechanical pencils, NO pencil sharpeners)  
One large eraser  
1 large box Kleenex to share  
One 2-pocket folder (no side pocket or trappers)  
Plastic school box  
Fiskars pointed metal scissors  
1" three-ring binder with plastic sleeve on cover  
1 large containers of Clorox Wipes  
Crayola fine line markers - 10 count  
Wide rule spiral notebook - 70 pages  
Earbuds or headphones

### 2ND GRADE

1 Wide-lined spiral notebook  
1 box of #2 pencils (no pencil sharpeners)  
1 box of 24 count colors  
Fiskars metal pointed scissors  
Ruler-Inch & centimeter  
1 large WHITE glue stick  
2 large erasers  
2 large boxes Kleenex  
2 two pocket folders (NO trappers)  
Pencil box  
2 large containers Clorox wipes  
Earbuds or headphones

### 3RD GRADE

3 wide-lined spiral notebook  
4 glue sticks  
Crayons (24 count)  
1 box of #2 pencils (NO decorative ones)  
1 large eraser  
2 large box of Kleenex to share  
6 two pocket folders  
Zippered pencil pouch (NO pencil box)  
Box of colored pencils (12 count)  
Pointed scissors  
Headphones or earbuds  
Post-it notes (3" X 3", 5 packs of 100 ct. each)  
Colored pencils - 12 count

### 4TH GRADE

NO TRAPPER KEEPERS  
5 two pocket folders  
Scissors  
Glue Stick  
6 spiral notebooks (70 count wide-lined)  
2 red checking pens  
Box of colored pencils  
Erasers  
2 large boxes of Kleenex  
Pencil bag or pouch (not a box)  
3 boxes #2 pencils (mechanical are also OK)  
1 container of disinfecting wipes  
Earbuds or headphones

**\* SOME INDIVIDUAL SUPPLIES MAY BE  
REQUESTED BY INDIVIDUAL  
TEACHERS  
\*\*\* PLEASE MARK EVERYTHING**

## ABSENCES / ATTENDANCE

Osage Elementary Schools stress good attendance. We give *Perfect Attendance Awards* to students who have missed NO days of school at the end of the year. *Good Attendance Awards* will be given to students who miss (3) or less days for the year. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious obstacle for a student's academic success.

When a student is unable to attend school, parents are asked to call or email the school prior to 8:30 a.m. Please provide the student's name, teacher's name, and reason for absence. If your child has a communicable disease, please inform us so that we can notify other parents to watch for symptoms of the disease. If a parent does not call, the school will call the home to confirm the reason for the student's absence. This is done to be sure that if the student does not arrive at school safely, the student is at home, and the reason is necessary for state reporting purposes.

School contact information:

### Lincoln Elementary:

Phone 732-5856 or email [lmoore@osage.k12.ia.us](mailto:lmoore@osage.k12.ia.us) and the homeroom teacher (email addresses are available on the school's homepage @ <http://www.osage.k12.ia.us>)

Parents who are bringing their child to school late or are picking them up early should check in at the school office. If your child needs make-up work, please notify your child's teacher in advance by phone or email before stopping by the school so that materials will be ready.

### **ATTENDANCE POLICY**

Tardy	= 1-60 minutes late
1/2 Day Absent	= 61 minutes to 4-1/2 hours absent (i.e. goes home sick at 11:40)
Full Day Absent	= 4-1/2 hours to 6-1/2 hours (i.e. goes home sick at 9:10)
0-60 minutes at the end of the day	= nothing is counted

## ARRIVAL AND DISMISSAL

All classes begin promptly at 8:10 in the morning. Students who arrive at school other than by bus should not arrive before 7:50 a.m. For safety purposes, all entries to the school are locked at 8:10. After 8:10, all students and visitors need to enter the main doors by the office and check in with the office secretary. You will be issued a visitor badge.

Arriving to school safely is very important. If your child is walking to school, they should use designated school crosswalks when crossing Seventh Street. Safety Patrol will assist children at the corner of Mechanic and Seventh Street. If your child is riding a bike to and from school, please remind them to ride with the traffic on the right hand side of the road. Bicycles should be walked across the street at all stoplights on the way to and from school. If you are dropping off or picking up your child, please drive your car up to the curb on the right side so the children will not be running between buses or cars or across the street. Students should be dropped off or picked up on the same side of the building as their classroom is located. Please do not park in the bus loading area. This area must be kept open for buses.

Students also need to remember to stay on the sidewalks after being dropped off at school. Do not race the bus or car to the corner and do not run on the area between the sidewalk and the road.

All classes end at 3:10 in the afternoon. Students leaving by bike, walking, or being picked up are dismissed from their classrooms after the buses have departed. Parents should wait for their children to be dismissed. Please do not disrupt the classrooms by going to their classroom door.

Notes from parents are required if the student is doing something after school which is a change from normal plans. Students will not be allowed to do anything different without the office being notified by the parent. This includes having your child picked up by someone who doesn't normally pick them up, walking home with a friend, or riding the bus home with someone. This policy is to protect your child and to keep them safe.



## BIRTHDAYS

Birthday treats may be brought to school, but because of food allergies all treats must be pre-packaged and not homemade. The school encourages “healthy snacks” instead of heavily sweetened treats.

In order to prevent hurt feelings, **birthday invitations are not to be distributed at school unless each student is invited** (all boys or all girls depending on the gender of the birthday child).

Due to the distraction and allergies caused by the delivery of balloons and flowers at school as gifts, we ask that parents not have these delivered to school. Exceptions may be allowed on an individual basis as determined by the principal.

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created.

On days when the weather is threatening, listen to:

KGLO-1300 AM-Mason City  
KLSS-106.1 FM-Mason City  
KRIB- 1490 AM-Mason City  
KIMT-Channel 3-Mason City  
KAAL-Channel 6-Austin

These radio and television stations repeat the closings, late starts or early closures frequently. If there is a 2-hour delay, there will be no morning 4-year old preschool. If you have questions you may visit our school website: <http://www.osage.k12.ia.us> or call the school offices. There is a link on the school website under weather notices a where you can sign up for [Iowa School Alerts](#) to view or receive email notifications or text message about cancelled classes, late starts, or early-outs due to weather or other reasons. This can be used in addition to the regular local media outlets.

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. Please make arrangements for such emergencies including:

1. Prior to early dismissals due to weather, please inform the school where your child should go if school is dismissed early for emergencies.
2. Instruct relatives, friends, or neighbors at whose house you expect your child to stop.
3. Instruct older brothers, sisters, or friend's children to take custody of the younger child whether in town or on the bus route.

### **CHANGE OF ADDRESS, TELEPHONE OR EMPLOYMENT**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year, or if you change places of employment.



### **CLOTHING**

Students are expected to dress appropriately for school. Some limits are imposed related to health, safety, cleanliness, decency, and/or the disruption of the educational process. Shoes must be worn in and around school at all times. Hats are not to be worn by students in the classroom.

Students should remember that they will be going outside for recess year-round, weather permitting. Please make sure that on snowy or rainy days children wear boots and snowpants to school. Teachers will make every effort to ensure that the children wear clothing brought to school outside for recesses. Clothing that becomes a classroom or recess distraction is prohibited.

## **CODE OF CONDUCT**

Lincoln Elementary School is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and the classroom teachers. We expect all students to be well-behaved. These characteristics are taught and expected in our PRIDE program. Your teachers, principal, and parents want you to play fair, share with others, follow rules, do all your work, and enjoy school.

### **RULES FOR GENERAL BEHAVIOR**

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas which require the application of very specific rules. The following types of conduct are never permissible.

1. Fighting
  2. Defiance of school staff
  3. The use of profanity
  4. Refusal to prepare assignments or to participate in class
  5. Possession of weapons or other dangerous objects
  6. Possession or use of any controlled substance
  8. Gambling
  9. Vandalism
- No gum or candy in school unless it is a birthday or party treat.
  - Cell phones are only to be used for academic purposes as directed by the teacher. Phone calls may be made from the office. If a student is found in violation of this rule, the cell phone will be confiscated, the parents notified and asked to come and pick the phone up. The student may receive other disciplinary actions as deemed appropriate by the principal.
  - No animals are to be brought to school unless prior arrangements have been made with the teacher. Parents will then need to bring the pet to the classroom, be present during the visit, and take the pet home following the visit.
  - No pull behind bookbags (bookbags with wheels), heeled shoes, or rollerblades are allowed at school.
  - No small toy items may be brought to school to play with or exchange with friends.
  - No hard balls or bats may be brought to school.

### **CONFERENCES AND REPORT CARDS**

Osage Community School's Parent/Teacher Conferences will be held the first day of school instead of classes. Conferences will also be held in November and March. Parent attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Report cards are issued following the completion of each trimester. Final report cards are sent home with your child on the last day of school. Please carefully review your child's progress and contact the school if you have questions regarding grades.



## COUNSELOR

Our elementary school guidance counselor, Mrs. Erin Bremer, is available to meet with students, parents, and teachers in their school. The counselor helps in the development of academic, personal, and social growth of the student and meets with students in classrooms, small groups, and on an individual basis.

Our guidance counselor is here to help children:

- understand themselves and others
- to prevent problems from developing
- to identify children with special needs
- to provide crisis intervention
- to develop personalized programs for students
- to provide guidance-related information and activities
- to coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration

During the regularly scheduled classroom guidance times, the counselor provides age appropriate information and activities to all children in the areas of:

- learning skills

- self concept
- personal safety
- friendship/social skills
- cooperation
- alcohol and other drug information
- making choices and understanding the consequences of various choices
- feelings
- career awareness

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are formed as needs arise. Some typical issues that can be addressed in counseling are: problems with unhappiness, anger and other feelings, social/friendship concerns, frequent school absences, classroom academic or behavior concerns, and coping with family issues such as drug and alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other areas of concern.

Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.



## **EMERGENCY DRILLS**

Fire drills and tornado drills are conducted twice per semester. For fire drills each class has an escape route to an outside area a safe distance from the building. Lockdown drills will also be practiced.

During tornado drills each classroom goes to a designated area within the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

Planning ahead is important in most of the activities that we do. Planning ahead is also important for emergency situations. At Lincoln Elementary School, we have developed an emergency evacuation plan that will be implemented in emergency situations.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location.
5. Bus transportation will be arranged through the district transportation director's office.
6. Parents will be able to pick up students in person.

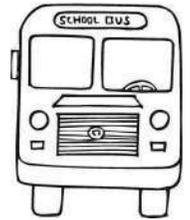
Students will be released only to someone designated by the parent/guardian on the PICK-UP PERMISSION FORM and the person picking them up must show identification. **Grade levels have designated the following locations for parents to pick-up children:**

#### **4-year old Preschool**

Preschool will dismiss from the South door by the classroom.

#### **Kindergarten Prep & Kindergarten**

K-M and K-C will dismiss from Mrs. Campbell's room on the **West side**.



#### **First Grade**

All first grade will be in Mrs. Moritz's room and will be dismissed through the first grade door on the **West side**.

#### **Second Grade**

All second grade will be in Mrs. Olson's room and will be dismissed through the second grade door on the **East side**.

#### **Third Grade**

All students will be in Mr. Muhs' room and will be dismissed through the third grade door on the **North side**.

#### **Fourth Grade**

All students will be in Mrs. Jennings' room. They will be dismissed

through the main door on the **South side**.

## **FIELD TRIPS**

Various classroom teachers throughout the school year schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date. Field trips outside of the district will require a signed permission form for each trip. Parent volunteers may be asked to attend field trip outings with their children.



## **FOOD SERVICES/MENUS/LUNCH MONEY**

Breakfast and hot lunch are served daily. The menu varies each day. Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our food service department determines the daily menus for our school breakfast and lunch programs. We encourage your child to try new things to eat, but no child is ever forced to have a clean tray or eat foods they do not like.

Breakfast/lunch money should be given to your child's teacher to be turned in to the office. Please mark an envelope with your child's name, teacher and the amount so that we may properly credit your account. Our lunch program is on computer. The total amount paid is credited to your family account. There is no need to send separate checks for each child.

No pop or candy will be consumed during lunch in the lunchrooms. If your child brings a cold lunch, they may purchase milk to drink.

Breakfast is served from 7:50–8:10. Students wishing to eat breakfast at school must have parent approval. There will be no breakfast served at school when we have a late start.

Lunch is served daily with milk. If you are planning on eating lunch with your child at school, please try to call at least one day in advance. Normally this is not a problem, but on certain days we have had a problem running out of some food items. This helps the cooks to prepare for the meals.

### **Online Access to Student Lunch Accounts**

You are able to access your account using the internet. This allows you to check your hot lunch account balance, deposit money and also see your child's purchase history, and your family deposit history. You will also receive email notifications when your child's lunch account is running low.

If you would like to have Internet access to your family's hot lunch account, please email Joleen Scharper ([jscharper@osage.k12.ia.us](mailto:jscharper@osage.k12.ia.us)) in the superintendent's office. There is also a link on the school's website under Hot Lunch that will send an email to Joleen to sign up for Online Lunch Account Access.

### **The General Education Intervention Problem Solving Process (GEI)**

The GEI process is used to explore how you and the school staff may work together to create a plan to help your son or daughter if they are struggling in school.

#### **What is the Process**

This is a team effort between the family and the school to design a teaching intervention to address a student's specific need or area of concern. The process begins with looking at the student's strengths and interests.

#### **What is a General Education Intervention?**

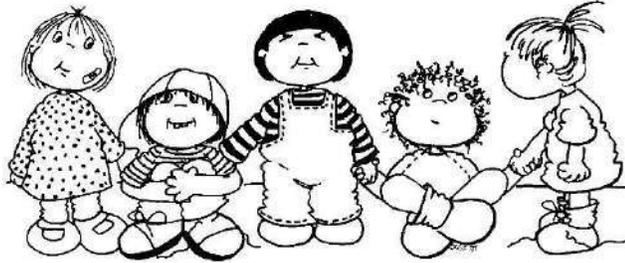
If a student is having difficulty making progress in school, the school and possibly support staff from the Area Education Agency, try to solve the problem in the general education environment. These attempts are called *general education interventions*. The intervention includes a teaching strategy to address the area of concern and the collection of progress monitoring data to measure your child's success.

#### **How does the process get started?**

- Teachers work with you to find ways which may help your child succeed. The teachers and school staff work to monitor your child's success in the classroom and make changes when necessary.
- If additional help is needed, a teacher, or anyone else working with your child, may bring your child's concerns to a team meeting.
- You are an important member of your child's team. It is important that you share your ideas and concerns.

- The school will contact you to schedule a team meeting where you can talk with the other team members about what might be done to help your child.

The goal is to find ways to help your child succeed. If you have any questions or would like more information about how the process works, please contact your building principal.



## HEALTH, ILLNESS, AND ATTENDANCE POLICY

For students to optimally participate in their educational program, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. Teachers and support personnel will attempt to detect early signs of illness. When a student appears ill, they will be monitored for fever, appetite, stools, and observed for further signs of illness. Upon any signs of illness, the parent/guardian will be notified concerning the illness, the need for medical care, and the need to remove the student temporarily from the school. By adhering to this policy for your child and all students, we can help protect students from communicable illness.

**GUIDELINES:** The following conditions should be given serious consideration. Any child with these conditions should not be sent to school, and will be sent home if these occur at school:

1. **Fever:** any child with a fever equal to 100° orally. The student should be fever-free (without use of fever reducing medications) for 24 hours before returning to school.
2. **Vomiting:** any student who vomits (more than infant “spitting up”). Students may return to school 24 hours after their last bout of vomiting.
3. **Diarrhea:** any student who has liquid, loose, or frequent stools which are not related to medication or food reaction. Students may return to school 48 hours after last bout of diarrhea.
4. **Thrush:** any student with yeast infection of the mouth (thrush).
5. **Cold Symptoms:** professional discretion will be used to evaluate any student with nasal discharge or cough. Medical care is recommended for a student complaining of a sore throat.

6. **Pink Eye (Conjunctivitis)**: any student with redness, burning, watering, or discharge about the eyes. Medical care is recommended.
7. **Worms**: any student with pinworms or tapeworms in stools. Medical care is recommended. Child will need physician's note to re-enter school.
8. **Skin Rash**: any student with a multiple-lesioned rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).
9. **Communicable Illness**: any student with a communicable illness. If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel so that other classmates may be observed for similar symptoms. Parent letters will be used as needed throughout the school year. For the student to re-enter school, approval from the school nurse of a physician note is requested stating that the child has undergone medical treatment.

Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse, if available, or other school personnel to determine if a child should remain at school. The parent or emergency designated person will be notified that a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students.

Jolene Norby, R.N.  
Elementary School Nurse  
[jnorby@osage.k12.ia.us](mailto:jnorby@osage.k12.ia.us)

Cover your mouth • Use a tissue • Wash your hands



## HOMework

Homework is an important extension of the learning that takes place in school. Homework can provide practice, drill, and exploration that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

## ILLNESS OR INJURY

In case of illness or injury the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid

treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be current and on file at the school.

## **MEDICATIONS**

### **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE**

Over-the-counter drugs may be administered to students with written parental consent. Medicine must be in original container labeled with the student's name, name of medicine, time of administration, dosage, and turned into the office immediately upon arrival at school. A note from the parent or guardian **MUST** accompany this medication. The note shall request and authorize school personnel to administer the medicine in accordance with the prescription or parent request.

Prescription drugs may also be administered to students with written instructions from a physician, dentist, or pediatrician. It should be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and date of prescription. All medicines should be turned into the office immediately upon arrival at school.

If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.

We will not dispense improperly or unlabeled medication. It will be returned with your child at the end of the day.

If medicine is to be given more than one day you may request a second container from your pharmacy. Then the medication can be kept at school until done rather than send the medication back and forth each day.

## **COMMUNICATION**



During the year, your child will bring home newsletters from the school. It is important that you read these items in order to be informed about school events. Your interest in reading them will encourage your child to continue to bring them home. You may keep up with the school with the following:

[Osage Community School](#) on [Facebook](#)

Follow us on [Twitter](#) at [#OsageGreenDevils](#)

## **PLAYGROUND RULES**

Students are to remain on the play field, blacktop area or playground area during outdoor recess. When the grass or rock area is muddy, the area will be off-limits. Misuse or destruction of playground equipment is not allowed.

Students will have supervised free time in the classroom or gymnasium on days when inclement weather prevents outside recess.

An adult is on the playground during regularly scheduled breaks. The playground is not supervised before 7:50 a.m. or after school and students are expected to leave for home immediately following dismissal.

### **Rules:**

1. All students are to go outside unless your teacher gives you permission to stay inside. Students must have written permission from home (and a physician for extended stays) if they are to stay inside because of illness.
2. All students are to remain within the boundaries of the playground. No student is to leave the playground area without permission from the teacher on duty. Do not play in the parking areas. If a ball rolls into the street, you must tell the teacher on duty.
3. There is no fighting, wrestling, swearing, or rough play on the playground.
4. There is no throwing of snowballs or rocks on school grounds.
5. Do not climb on the fence, backstop, buildings, or trees.
6. Students are not to play elimination, dodgeball, battleball, bumper cars, or any other similar type games.
7. Students are not allowed to bring knives, lighters, matches, roller skates, roller blades, hee-lies, scooters, baseballs, softballs, super balls, or toy guns to school.
8. There is no tackle football allowed on the playgrounds.

9. Children are not to play near the area where the garbage dumpsters are located.
10. Do not play with the bikes in the bike rack, which are located near each school. If you ride a bike put it in one of the racks. Bikes are not to be ridden on the sidewalk or grounds while buses are loading or unloading. Bikes will not be ridden during lunch or recess.
11. Students are not to be on top of, or outside of, the tube slides.

## VISITS

Parents are welcome to visit school.

Short visits of 30 minutes or less are usually appropriate for elementary-age students.

Visits typically include a classroom visit and eating lunch with your child.

We ask that lunch recess NOT be part of the visit.

Please notify your child's teacher in advance. Younger brothers or sisters are NOT allowed to visit school unless accompanied by their parents.

Children who visit alone with one of our students must be similar in age to the student they are visiting. If you plan on eating lunch with your child please try to notify the office at least 24 hours in advance to allow the cooks to plan food amounts accordingly. **Remember the first two and the last two weeks are not the best times to visit classes.**



## VOLUNTEERS

Parents are welcome to volunteer at school. There are many tasks, with which volunteers can help. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us please talk to your child's teacher about volunteering or call the school office. We welcome your help.

### **ELEMENTARY PERSONNEL for 2016-2017**

<u>Name</u>	<u>Position</u>
Mr. Greg Adams	Elementary Principal
Mrs. Erin Bremer	Elementary Guidance Counselor
Mrs. Jackie Muller	4-Year Old Preschool
Mrs. Brandi Malmin	Kindergarten Prep
Mrs. Sarah Campbell	Kindergarten

Mrs. Janet Larrison	Kindergarten
Mrs. Shelly Mohl	Kindergarten
Miss Kris Lewis	First Grade
Mrs. Sheila Moritz	First Grade
Mrs. Linda Rice	First Grade
Mrs. Jackie McRoberts	Second Grade
Mrs. Andrea Olson	Second Grade
Mrs. Lori Randall	Second Grade
Mrs. Deb Huftalin	Third Grade
Mr. Nathan Muhs	Third Grade
Mr. Matt Gast	Third Grade
Mrs. Sarah Klapperich	Third Grade
Mr. Chad Erickson	Fourth Grade
Mrs. Jennifer Ham	Fourth Grade
Mrs. Diane Jennings	Fourth Grade
Mrs. Kelley Molitor	Media Specialist
Mr. Thomas Meier	Technology Coordinator
Mrs. Judy Slotter	Special Education
Mrs. Rona Johnson	Special Education
Mrs. Jean Swenson	Title I/Reading Recovery
Mrs. Mary Jo Urbatsch	Title I/Reading Recovery
Mrs. Karen Kittleson	Talented & Gifted
Ms. Cyndi Spears	Art
Mrs. Wendy Thorson	Music
Mr. Mike Brahn	Physical Education
Mrs. Jolene Norby	Nurse
Mrs. Linda Moore	Secretary
Mrs. Julie Voaklander	Media Associate
Mrs. Angel Westling	Media Associate
Mrs. Marjean Kramer	Associate
Mrs. Melissa Lofton	Associate
Mrs. Debbie Boge	Associate
Mrs. Amanda Warrington	Associate
Mrs. Ashley Rosendahl	Associate
Mrs. Trish Lang	Associate
Mrs. Elaine Schwab	Associate
Mrs. Amber Jacobs	Associate
Mrs. Anna Stern	Associate
Mr. Aaron Boge	Custodian
Mrs. Brenda Huebsch	Cook
Mrs. Sue Wilson	Cook
Mrs. Brittney Loftus	Cook/Custodian



We would like to thank you for sharing your child's education with us. "Our Business is Kids" and we strive to maintain a student-oriented, teacher-directed school serving the unique needs of our students and our community. If you have any questions or concerns please feel free to give us a call and we will do our best to assist you.

## 2016-2017 OSAGE COMMUNITY SCHOOLS

### CALENDAR LEGEND

	Prof. Dev.
	Quarter End
	Holidays
	Vacation Days
	P/T Conferences

### SCHOOL TIMES:

Elementary: 8:10 AM – 3:07 PM  
 Middle School: 8:10 AM – 3:15 PM  
 High School: 8:10 AM – 3:15 PM

### HOURS OF INSTRUCTION:

First Quarter:  
 Second Quarter:  
 Third Quarter:  
 Fourth Quarter:  
 P/T Conferences:  
**TOTAL HOURS:**

*\*\*The building with the shorter day is used to calculate the required 1,080 student hours.*

### DAYS OF INSTRUCTION:

First Semester: 83  
 Second Semester: 94

### MAKE-UP DAYS (IF NEEDED):

May 23  
 May 24  
 May 25  
 May 26  
 May 30

### SCHOOL BOARD MEETINGS:

*Tentative*  
 August 15, 2016  
 September 19, 2016  
 October 17, 2016  
 November 21, 2016  
 December 19, 2016  
 January 16, 2017  
 February 20, 2017  
 March 20, 2017  
 April 17, 2017  
 May 15, 2017  
 June 19, 2017

### HOLIDAYS:

Labor Day... (9/5)  
 Thanksgiving Day... (11/24)  
 Christmas Day... (12/25)  
 New Year's Day... (1/1)  
 Good Friday (4/14)  
 Memorial Day... (5/29)



APPROVED: 03/21/2016

August					Student Days/Hours	
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	5	
29	30	31			8	
<b>September</b>						
			1	2	10	
5	6	7	8	9	14	
12	13	14	15	16	19	
19	20	21	22	23	24	
26	27	28	29	30	28	
<b>October</b>						
3	4	5	6	7	33	
10	11	12	13	14	38	
17	18	19	20	21	43	
24	25	26	27	28	47	
31					48	
<b>November</b>						
	1	2	3	4	52	
7	8	9	10	11	57	
14	15	16	17	18	62	
21	22	23	24	25	65	
28	29	30			68	
<b>December</b>						
			1	2	70	
5	6	7	8	9	75	
12	13	14	15	16	80	
19	20	21	22	23	84	
26	27	28	29	30	84	
<b>January</b>						
2	3	4	5	6	87	
9	10	11	12	13	92	
16	17	18	19	20	97	
23	24	25	26	27	102	
30	31				104	
<b>February</b>						
		1	2	3	107	
6	7	8	9	10	112	
13	14	15	16	17	117	
20	21	22	23	24	121	
27	28				123	
<b>March</b>						
		1	2	3	126	
6	7	8	9	10	131	
13	14	15	16	17	135	
20	21	22	23	24	140	
27	28	29	30	31	145	
<b>April</b>						
3	4	5	6	7	150	
10	11	12	13	14	153	
17	18	19	20	21	157	
24	25	26	27	28	162	
<b>May</b>						
1	2	3	4	5	167	
8	9	10	11	12	172	
15	16	17	18	19	177	
22	23	24	25	26		
29	30	31				
<b>June</b>						
			1	2		
5	6	7	8	9		
12	13	14	15	16		

### 1080 Hours Calendar

Date	Events
Aug 8 & 9	Registration
Aug 17	New Teacher Workshop
Aug 18-19	Teacher Prof. Dev.
Aug 22	Before School Conferences
Aug 23	First Day of Classes (K-12) Begin First Quarter
Sept 5	Labor Day (No School)
Sept 26	Teacher Prof. Dev. (No School) Project-Based Learning
Oct 21	End of First Quarter (43 Days)
Oct 24	Teacher Prof. Dev. (No School) MAPS Data & Grades
Oct 25	Start Second Quarter
Nov 1 & 3	P/T Conferences 4:00-8:00 PM
Nov 23	Teacher Comp Day from P/T Conferences (No School)
Nov 24-25	Thanksgiving Holiday (No School)
Dec 22	End of Second Quarter (40 days) End of First Semester (83 Days)
Dec 23-30	Winter Break (No School)
Jan 2	Winter Break (No School)
Jan 3	Teacher Prof. Dev. (No School) Project Based Learning
Jan 4	Classes Resume Start Third Quarter Start Second Semester
Feb 9 & 14	P/T Conferences 4:00-8:00 PM
Feb 17	Teacher Comp Day from P/T Conferences (No School)
Feb 20	TQ Prof. Dev. (No School) Technology
MARCH:	IOWA ASSESSMENTS
Mar 10	End of Third Quarter (47 Days)
Mar 13	Teacher Prof. Dev. (No School) Project Based Learning
Mar 14	Start of Fourth Quarter
Apr 13	Teacher Prof. Dev. (No School) Data Dig of IA Assess./MAPS
Apr 14	Spring Break (No School)
Apr 17	Spring Break (No School)
May 17	Seniors Last Day
May 21	Graduation
May 19	Last Day of Classes: 12:45 Early Out End Fourth Quarter (46 Days) End Second Semester (94 Days)
May 22	Teacher Prof. Dev. (No School)
May 29	Memorial Day (No School)

# School Bus Rules

In order that your school can provide all the students with a safe and orderly means of transportation, we must insist that you observe the following standards of conduct:

1. Occupy the seat assigned by the bus driver and refrain at all times from moving around while the bus is in motion.
2. Be in your designated place both morning and evening, ready to board the bus at the time shown on the schedule.
3. Conduct yourself as you would in the classroom (except for ordinary conversation) while riding the bus.
4. Obey the driver.
5. A note is required if a bus student is not to ride the bus home, or is to get off the bus at a place other than home.
6. Town students who need to ride the bus must bring a note from the parent. All notes must be cleared through the office.
7. The School District Transportation program provides bus service for rural students to and from their homes. The District does not provide transportation services for babysitters and other daycare programs either in town or out of town. Students may, with written permission from home, ride home with a friend on an occasional basis, but if numerous students are going to a party after school, the host should expect to provide transportation.
8. All students will be instructed on bus safety and be required to participate in emergency bus evacuations at least twice during the school year.
9. If a child is reported for violating bus rules, the principal will usually take the following disciplinary action:
  - First Offense – A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a reoccurrence.
  - Second Offense - Assignment to a specific seat, possible detention and other in-school discipline depending on the seriousness of the infraction, and a report to parents.
  - Third Offense - Automatic suspension of riding privileges – the length of time to depend on the seriousness of the infraction – and a report to parents requesting a meeting with the superintendent and principal.



**Level I and Level II Investigators:**

Abuse of students by school employees.

Greg Adams will be the Level I Investigator for the District and Barb Schwamman will be the alternate. Our Level II investigators will be local law enforcement/county attorney/DHS.

**Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Osage Community School District are hereby notified that this school district does not discriminate on the basis of age (except students), race, religion, creed, sex, marital status, socioeconomic status, national origin, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of age (except students), race, religion, sex, marital status, socioeconomic status, national origin, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

High School Guidance Counselor  
Osage Community School  
641-732-3102

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3 (2007).