



OSAGE
Lincoln Elementary
Student-Parent
Handbook
2019-2020



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, and all of our curriculum is current with state standards.

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 21st 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 2019-2020

The students and staff at Osage Elementary Schools will be working on the following goals for the 2019-2020 school year:

- Limit the occurrences of bullying & harassment behaviors within the school community through our PRIDE (PBIS) program, Nurtured Heart, and ACE's, and TBRI (Trust Based Relational Interventions) 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.



FOUR YEAR OLD PRESCHOOL

1 box of 24 Crayola Crayons
 1 box of Crayola Classic Washable Markers
 4 Elmer's school glue sticks
 2 bottles of Elmer's white glue 4 oz.
 1 spiral notebook 8-1/2 x 11 Wide-lined
 One school bag (large enough to hold notebook)
 2 3-prong folders
 1 box of zip lock baggies (quart size)
 1 box of zip lock baggies (gallon size)
 1 pair of Fiskars blunt metal scissors (5 inch)
 1 4-pack of play-doh
 1 - 1" three ring binder

KINDERGARTEN PREP

2 boxes of 24 Crayola Crayons (regular size)
 2 Crayola Classic Washable Markers
 School bag
 12 glue sticks
 Fiskars blunt metal scissors
 1/2 inch thick vinyl rest mat
 Color book-simple objects, large pictures
 2 boxes cereal or crackers
 Headphones
 Wide-lined notebook
 2 - 4-packs of play-doh
 1 water color paint

KINDERGARTEN

2 boxes of 8 or 24 Crayola Crayons (regular size)
 School Box (no bags)
 School Backpack
 Color book
 2-pocket folder (no side-pockets or trappers)
 4-4 packs glue sticks
 Box of zip lock bags (quart size)
 Three #2 pencils (no mechanical pencils)
 One spiral notebook (wide lined)
 2 boxes of Crayola Classic Washable Markers
 Fiskars blunt metal scissors
 1/2 inch thick vinyl rest mat
 Headphones
 2 Containers of Play-Doh

FIRST GRADE

2 boxes Crayola Crayons - not bigger than 24 count
 4 Elmer's white school glue sticks
 Several #2 pencils (NOT mechanical, NO sharpeners)
 One large eraser
 One 2-pocket folder (no side-pocket or trappers)
 Plastic school box
 Fiskars pointed metal scissors
 Crayola fine line markers -10 count
 2 Wide rule composition notebook - 100 pages
 Headphones

SECOND GRADE

1 Wide-Lined spiral notebook
 1 box of #2 pencils (no pencil sharpeners)
 1 24 count box of crayons
 Fiskars pointed metal scissors
 1 ruler - inch and centimeter
 1 large glue stick
 2 large erasers
 2 two pocket folders (NO trappers)
 Pencil box
 Headphones or earbuds

THIRD GRADE

2 wide-lined spiral notebook
 4 glue sticks
 Crayons (24 count)
 2 boxes of #2 pencils
 1 large eraser
 5 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", 1 pack of 100)

FOURTH GRADE

#2 pencils (mechanical are OK)
 Pencil bag or pouch (no boxes)
 Erasers
 Colored pencils
 Glue Sticks (re-supply as needed)
 Scissors
 Earbuds or headphones
 3 wide-ruled composition notebooks
 2 70 count wide-ruled spiral notebooks
 3 2-pocket folders
 1 red checking pen
 1 highlighter
 Whiteboard marker
 Whiteboard eraser

***SOME INDIVIDUAL SUPPLIES
 MAY BE REQUESTED BY
 INDIVIDUAL TEACHERS**

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 as valuable information is taught each day. 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 safe at home, and the reason is necessary for state reporting purposes.

School contact information:

Lincoln Elementary:

Phone 732-5856 or email serena.staudt@osage.k12.ia.us and the homeroom teacher (email addresses are available on the school's homepage @ <https://www.osageschools.com/>).

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 10:40)
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. All students and visitors need to enter the main doors by the office. Visitors need to check in with the office secretary and 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. 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 stop lights on the way to and from school. If you are dropping off or picking up your child, please drive your car up curbside to the school 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. Buses unload at the SW entrance #15 and load in front of the school.

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, and 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 (students may extend invitations to all boys or all girls in a classroom).

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.

Please check the following on days when weather is threatening:

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

Facebook- Osage Community School
Twitter- #osagegreendevils
JMC alert notifications (text or email)

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: <https://www.osageschools.com/>, or call the school offices.

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 siblings 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 snow pants 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/physical aggression
 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 pick up the phone. 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. Refer to Board Policy 606.3. Animals need to be current on all vaccinations.
 - ❖ No pull-behind bookbags (bookbags with wheels), heelies, 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 February. 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.

SCHOOL 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 whole-group 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 **severe weather**/tornado drills are conducted twice per semester. For fire drills each class has an escape route to an outside safe distance from the building. Lockdown and evacuation drills will be practiced. **A minimum of one lockdown & evacuation drill will be conducted per school year.**



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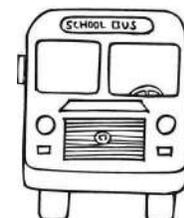
During tornado drills each classroom goes to a designated area within the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

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 (Exit #2).

Kindergarten Prep & Kindergarten

All kindergarten and K-Prep will dismiss from Mrs. Klapperich's room on the West side (Exit #4).

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 (Exit #5).

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 (Exit #15).

Third Grade

All students will be in Mr. Muhs' room and will be dismissed through the third grade door on the North side (Exit #14).

Fourth Grade

All students will be in Mrs. Ryan's room. They will be dismissed through the main door on the South side (Exit #1).

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. This helps the cooks to prepare for the meals. We ask that parents not come for lunch the first two weeks, or the two last weeks of school.

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 Renae Trettin (renae.trettin@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 Renae to sign up for Online Lunch Account Access.

The Positive Action Team

The PAT 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.

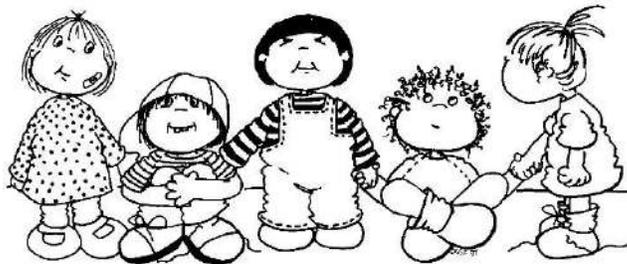
What is a General Education Intervention?

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. With the assistance of teachers and staff, the school nurse or health office assistant will work to identify 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 sign of illness the parent/guardian will be notified concerning the illness, the need for medical care, and the need to go home during the school day. 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.

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:

- ❖ **Fever:** any child with a fever equal to 100° orally. The child should be fever-free (without use of fever reducing medications) for 24 hours before returning to school.
- ❖ **Vomiting:** any child who vomits (more than infant "spitting up"). Students may return to school 24 hours after their last bout of vomiting.
- ❖ **Diarrhea:** any student who has liquid, loose, or frequent stools which are not related to medication or food reaction. Students may return to school 24 hours after the last bout of diarrhea.
- ❖ **Thrush:** any student with yeast infection of the mouth (thrush).

- ❖ **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.
- ❖ **Pink Eye (Conjunctivitis):** any student with redness, burning, watering, or discharge about the eyes. Medical care is recommended.
- ❖ **Worms:** any student with pinworms or tapeworms in stools. Medical care is recommended. Child will need physician's note to re-enter school.
- ❖ **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).
- ❖ **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 or a physician note is requested stating that the child has undergone medical treatment.

By adhering to this policy we can help protect students from communicable illness.

Kristi Aschenbrenner MSN, R.N.
 District School Nurse
kristi.aschenbrenner@osage.k12.ia.us



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. 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 HEALTH OFFICE

Over-the-counter (OTC) medications may be administered to students with parental consent. OTC medication must be in the original container labeled with the student's name and turned into the office immediately upon arrival at school. A note from the parent or guardian **MUST** accompany this medication identifying the reason for the medication and when the last dose was administered. OTC medication will be administered according to the label directions. A Health Care Providers order may be requested.

Prescription medication may be administered to students with written instructions from a health care provider. The medication must be delivered to the Health Office in a pharmacy labeled container including the student's name, name of medicine, time of

administration, dosage, name of prescribing provider, name and address of pharmacy, and current date of prescription. A “Request for Administering Medication in School” form must be filled out and signed by the parent/guardian before medication administration begins. All medications must be brought to the health office by an adult. Students should not be transporting prescription medication to and from 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 accept medications that are improperly labeled and/or not in the original container.

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.

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, tackling, 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** as teachers are establishing classroom routines and working on finishing the school year.

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

Name

Mr. Greg Adams
Mrs. Erin Bremer
Mrs. Kayla Groff
Mrs. Jackie Muller
Mrs. Tara Stangel
Mrs. Sarah Klapperich
Mrs. Janet Larrison
Mrs. Shelly Mohl
Mrs. Joclyn Rawn
Mrs. Kali Kyhl
Mrs. Sheila Moritz
Mrs. Linda Rice
Mrs. Jackie McRoberts
Mrs. Andrea Olson
Mrs. Lori Randall
Mrs. Deb Huftalin
Mr. Nathan Muhs
Mrs. Kari Wright
Mr. Chad Erickson
Mrs. Jennifer Ham
Mrs. Connie Ryan
Mrs. Angie Rowan
Mrs. Kelley Molitor
Mr. Thomas Meier
Mrs. Judy Slotter
Mrs. Carly Steere
Mrs. Jean Swenson
Mrs. Mary Jo Urbatsch
Mr. Bryan Tabbert
Mrs. Kate Lee
Mrs. Wendy Thorson
Mr. Mike Brahn
Mrs. Kristi Aschenbrenner
Mrs. Baer
Mrs. Serena Staudt
Mrs. Julie Voaklander
Mrs. Angel Westling
TBD
Mrs. Debbie Boge
Mrs. Amanda Jacobs
Mrs. Jane Krabbe
Mrs. Melissa Loften
Mrs. Amy Mitchell
Mrs. Kristin Patrick
Mrs. Elaine Schwab
Mrs. Amanda Warrington
Mr. Aaron Boge
Mr. Keith Emerson
Mrs. Brenda Huebsch
Mrs. Rose Angell
Mrs. Sue Wilson

Position

Elementary Principal
Elementary School Counselor
4-Year Old Preschool at Growing Tree (community partner)
4-Year Old Preschool
Kindergarten Prep
Kindergarten
Kindergarten
Kindergarten
Kindergarten
First Grade
First Grade
First Grade
Second Grade
Second Grade
Second Grade
Third Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fourth Grade
Curriculum Director
Media Specialist
Technology Coordinator
Special Education
Special Education
Title I/Reading Recovery
Title I/Reading Recovery
Talented & Gifted
Art
Music
Physical Education
Nurse
Nurse Associate
Secretary
Media Associate
Media Associate
Custodian
Custodian
Cook
Cook
Cook



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-orientated, 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.

Osage Community School District 2019-2020 1:45 Early Dismissal Schedule 1000 Hour Calendar



**2019-2020
School Calendar**

Start - August 23

Finish - May 22

Summary of Calendar

Days in the Classroom: 174
Hours in Classroom: 1124.86

Q1	October 18 = 41
Q2	December 20 = 40
Q3	March 08 = 43
Q4	May 22 = 50
SI	December 20 = 81
S2	May 22 = 93

Calendar Legend

- First/Last Day of Classes
- Early Dismissal
- Parent Teacher Conferences
- No School

Holidays

- Labor Day - September 2
- Thanksgiving Day - November 27
- Christmas Day - December 25
- New Year's Day - January 1
- Good Friday - April 10
- Memorial Day - May 25

1 Day = 6.54 hours

School Day 8:10-3:07
25 minutes for lunch
full day = 6.54 hours

Total		August							Student	
H	D	M	T	W	T	F	S	H	D	
		5	6	7	8	9				
		12	13	14	15	16				
		19	20	21	22	23	6.54	1		
39.24	6									
		September							39.24	6
		2	3	4	5	6	26.16	4		
		9	10	11	12	13	31.75	5		
		16	17	18	19	20	32.70	5		
		23	24	25	26	27	31.75	5		
		30					6.54	1		
168.14	26							128.90	20	
		October								
			1	2	3	4	26.16	4		
		7	8	9	10	11	26.16	4		
		14	15	16	17	18	32.70	5		
		21	22	23	24	25	31.75	5		
		28	29	30	31		26.16	4		
311.07	48							142.93	22	
		November								
						1	6.54	1		
		4	5	6	7	8	31.75	5		
		11	12	13	14	15	26.16	4		
		18	19	20	21	22	31.75	5		
		25	26	27	28	29	13.08	2		
420.35	65							109.28	17	
		December								
		2	3	4	5	6	26.16	4		
		9	10	11	12	13	32.70	5		
		16	17	18	19	20	31.00	5		
		23	24	25	26	27	0.00	0		
		30	31				0.00	0		
510.21	79							89.88	14	
		January								
				1	2	3	0.00	0		
		6	7	8	9	10	32.70	5		
		13	14	15	16	17	31.75	5		
		20	21	22	23	24	32.70	5		
		27	28	29	30	31	31.75	5		
639.11	99							128.90	20	
		February								
		3	4	5	6	7	32.70	5		
		10	11	12	13	14	31.75	5		
		17	18	19	20	21	26.16	4		
		24	25	26	27	28	25.21	4		
							0.00			
754.93	117							115.82	18	
		March								
		2	3	4	5	6	32.70	5		
		9	10	11	12	13	26.16	4		
		16	17	18	19	20	32.70	5		
		23	24	25	26	27	31.75	5		
		30	31				13.08	2		
891.32	138							136.39	21	
		April								
				1	2	3	19.62	3		
		6	7	8	9	10	26.16	4		
		13	14	15	16	17	26.16	4		
		20	21	22	23	24	31.75	5		
		27	28	29	30		26.16	4		
1021.17	158							129.85	20	
		May								
						1	6.54	1		
		4	5	6	7	8	32.70	5		
		11	12	13	14	15	31.75	5		
		18	19	20	21	22	32.70	5		
		25	26	27	28	29	0.00	0		
1124.86	174							103.69	16	
		Teacher days 191								

Date	Events
August 16	Teachers TQ Day and New Teacher Workshop
August 19	No School - Prof. Dev
August 20	No School - Prof. Dev
August 21	No School - Prof. Dev - AM CRST at Osage
August 22	Back to School Conferences
August 23	Begin 1st Semester
September 2	Labor Day (No School)
September 11	Early dismissal Elem 1:45 MSHS 2:00
September 20	Homecoming/HOF
September 25	Early dismissal Elem 1:45 MSHS 2:00
October 8	No School - Prof. Dev
October 23	Early dismissal Elem 1:45 MSHS 2:00
November 8	Early dismissal Elem 1:45 MSHS 2:00
November 7-9	Musical
November 11/12	P/T Conferences
November 15	Teacher Comp Day PT Conf. (No School)
November 20	Early dismissal Elem 1:45 MSHS 2:00
November 27-29	Thanksgiving Holiday (No School)
December 4	No School - Prof. Dev
December 20th	Early dismissal - Elem 1:00 MSHS 1:15
Dec. 23 - Jan 3	Winter Break (No School)
January 3	No School - Prof. Dev
January 6	Classes Resume
January 15	Early dismissal Elem 1:45 MSHS 2:00
January 29	Early dismissal Elem 1:45 MSHS 2:00
February 12	Early dismissal Elem 1:45 MSHS 2:00
February 13 & 18	P/T Conferences
February 21	Teacher Comp Day PT Conf. (No School)
February 24	(No School)
February 26	Early dismissal Elem 1:45 MSHS 2:00
March 11	No School - Prof. Dev
March 25	Early dismissal Elem 1:45 MSHS 2:00
April 10	Good Friday (No School)
April 13	Easter (No School)
April 22	Early dismissal Elem 1:45 MSHS 2:00
May 13	Early dismissal Elem 1:45 MSHS 2:00
May 17	Graduation (2:30)
May 22	Last Day of School
May 25	Memorial Day - No School
May 26	Teachers Last day

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 recurrence.
 - 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.
 - Any infraction may result in the suspension of bus privileges.



CLASS LISTS

There are few reasons that specific requests are granted and the reasons follow:
Please know that all teachers at each grade-level plan lessons and activities together to ensure that all students are receiving the same education. Students in 3rd and 4th grade rotate with each of the (3) teachers for different subject areas, providing students the opportunity to learn from all teachers. We believe that all teachers are caring and capable of providing that education, and that we are willing to meet if parents or students do not feel that those needs are being met. We do try to balance classrooms academically, separate relatives, and separate students that may have personality conflicts with each other.

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

It is the policy of the Osage Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator

Tim Hejhal
High School Principal
Osage Community School
820 Sawyer Drive
641-732-3102
thejhal@osage.k12.ia.us

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, [500 W. Madison Street, Suite 1475, Chicago, IL 60661](#)-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov