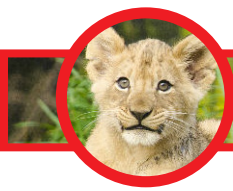




**2020-2021**

LISBON ELEMENTARY SCHOOL  
**STUDENT-FAMILY  
HANDBOOK**





## Welcome to Lisbon Elementary School

Dear Lisbon Parent and Student,

Welcome to our school as we anticipate another great year at Lisbon Elementary. Our consistent and primary objective is to always promote the academic, physical, and socio-emotional development and well-being of your child. To accomplish this, the need for cooperation and communication between school and home is critical. Use this handbook as a means of becoming familiar with our procedures and policies. Note also that you are always welcome to call or visit school.

We look forward to a very enjoyable and productive year for your child.

Sincerely,  
LISBON ELEMENTARY STAFF

### CONTACT INFORMATION

**Elementary Office:**  
**(319) 455-2659**

**Elementary Fax:**  
**(319) 455-3303**

**Superintendent:**  
Pat Hocking  
319-455-2075, ext. 106  
phocking@lisbon.k12.ia.us

**Elementary Principal (PK-6th):**  
Justin Brown  
319-455-2659, ext. 125  
jbrown@lisbon.k12.ia.us

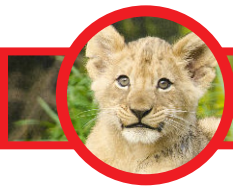
**Asst. Principal/Activities Dir.:**  
Eric Ries  
319-455-2659, ext. 233  
eries@lisbon.k12.ia.us

**Elementary Administrative Assistant:**  
Megan Dietsch  
319-455-2659, ext. 115  
mdietsch@lisbon.k12.ia.us

**School Nurse:**  
Julie Light  
319-455-2659, ext. 126  
jlight@lisbon.k12.ia.us

[WWW.LISBON.K12.IA.US](http://WWW.LISBON.K12.IA.US)

The Lisbon Community School District is an Equal Opportunity—Affirmative Action employer; and does not discriminate in its educational programs and activities on the basis of race, national origin, color; religion, sex, age, or handicap.



## Lisbon Community School **MISSION & BELIEFS**

### **Mission:** World Class Opportunities with Community PRIDE

Passion Rigor Innovation Drive Excellence

**Passion:** We embrace our responsibilities with motivation and enthusiasm.

**Rigor:** We strive to be challenged, engaged, and settle for nothing less.

**Innovation:** We engage in relevant and creative thinking that develops solutions that do not yet exist.

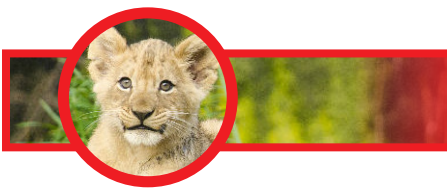
**Drive:** We aspire to accomplish goals beyond our own expectations.

**Excellence:** We perform at a level which consistently meets and exceeds our full.

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### **Beliefs**

1. We believe that children are our greatest resource.
2. We believe that all individuals are unique and have value.
3. We believe that everyone has the right to a high quality, equitable education.
4. We believe that everyone has the ability to learn, but in different ways and at different rates.
5. We believe it is essential that people develop pride in themselves and their work.
6. We believe that the family is the primary influence in the development of the individual.
7. We believe that moral and ethical standards are vital to our society.
8. We believe that people are best nurtured through the combined efforts of family, school, and community.
9. We believe that we are the stewards of our environment.
10. We believe that learning encompasses all aspects of self-development.
11. We believe that schools must be willing to change to meet the needs of students.
12. We believe that students deserve instruction reflecting the best of what we know about how learning occurs.
13. We believe in lifelong learning.



# Table of Contents

Introductory Pages: • District Mission Statement and Beliefs • Welcome and Personnel

## Alphabetical

Absences and Attendance.....	2
Accident, Emergency and Health Information.....	9
Address Change.....	12
Arrival & Dismissal – School Day.....	2
Balloon and Flower Deliveries .....	13
Bicycles and Skateboards.....	6
Bus Procedures.....	6
Cancellations .....	2
Care of School Property.....	6
Cell Phone Policy.....	13
Classroom Parties and Treats .....	
Community/Family Night.....	2
Conduct at Fine Arts & Sporting Events .....	6
Conferences .....	3
Discipline .....	7
District Equity.....	7
Early Dismissal (for in-service).....	3
Elementary Guidance Program .....	7
Emergency Care.....	9
Evaluation & Testing.....	3
Field Trips.....	3
Food Allergies.....	9
Fundraising/Soliciting On School Property .....	7
Harassment .....	7
Hats .....	8
Health Services .....	10
Hearing Screening.....	11
Homework.....	3
Leaving School.....	3
LECC Notification of Schedule Change.....	4
Library.....	4
Lockers.....	4
Lost and Found.....	13
Lunch Express .....	4
Managing Student Illness During the School Day .....	11
Medication Policy.....	11
Multicultural/Gender Equity Policy.....	8
Non-Discrimination Policy.....	8
Open Enrollment.....	5
Party Invitations .....	13
Periodic Inspections.....	8
Personal Property at School.....	13
Playground.....	8
Playground Discipline Guideline.....	9
Positive Behavioral Interventions Supports (PBIS) .....	9
Recess.....	5
Registering During the School Year.....	5
Registration .....	6
Registration Information .....	6
Release of Student Records and Information.....	13
Required Health Documents.....	12
School Fees Waiver and Reduction Procedures.....	14
Snack & Food Policy.....	14
Telephone Use .....	6
Transportation of Students.....	6
Use of School Facilities or Equipment.....	15
Visitors.....	15
Weapons .....	9
What is Section 504?.....	1

## Categorical

### Attendance

Absences & Attendance.....	2
Arrival & Dismissal	
Cancellations	
Community/Family Night	
Conferences	
Early Dismissal (for in-service)	
Evaluation and Testing	
Field Trips	
Homework	
Leaving School	
Library	
LECC Notification of Schedule Change	
Lockers	
Lunch Express	
Open Enrollment	
Recess	
Registering During the School Year	
Registration	
Telephone Use	
Transportation of Students	

### Conduct

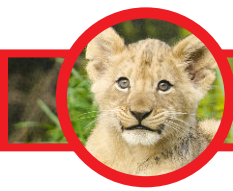
Bicycles and Skateboards.....	6
Bus Procedures	
Care of School Property	
Conduct at Fine Arts & Sporting Events	
Discipline	
District Equity Policy	
Elementary Guidance Program	
Fundraising/Soliciting On School Property	
Harassment	
Hats/Hoods	
Multicultural/Gender Equity Policy	
Non-Discrimination Policy	
Periodic Inspections	
Playground	
Playground Discipline Guideline	
Positive Behavioral Interventions Supports (PBIS)	
Weapons	

### Health Information

Accident, Emergency & Health Information .....	9
Emergency Care	
Food Allergies	
Health Services	
Hearing Screening	
Managing Student Illness During the School Day	
Medication Policy	
Required Health Documents	

### General Info

Address Change.....	12
Balloon and Flower Deliveries	
Cell Phone Policy	
Lost and Found	
Party Invitations	
Personal Property at School	
Release of Student Records and Information	
School Fee Waiver and Reduction Procedures	
Snack & Food Policy	
Use of School Facilities or Equipment	
Visitors	



# WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973 is a broad civil rights law regulated by the Office of Civil Rights. It provides that "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance....29U.S.C. Section 794(a) (1998).

## **To comply with Section 504, the Lisbon Community School District will:**

- 1) Provide a free appropriate education to students with disabilities
- 2) Seek out, identify, and evaluate students who may have a disability under Section 504
- 3) Provide special accommodations and services to students identified under Section 504 as defined in their written individual accommodation plan
- 4) Discipline students in accordance with the law
- 5) Insure that extracurricular activities are accessible to students identified under Section 504
- 6) Provide notice to parents/guardians regarding evaluation, identification, reevaluation, and due process rights
- 7) Provide all staff access to information regarding Section 504

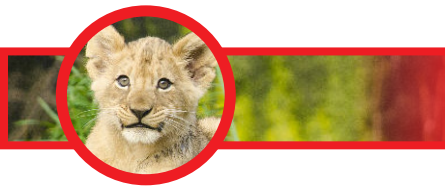
Eric Ries,

Asst. Principal/Activities Dir.

[eries@lisbon.k12.ia.us](mailto:eries@lisbon.k12.ia.us)

(319) 455-2106 ext. 338





# ATTENDANCE

## Absences and Attendance

Regular attendance at school is essential for any student to progress successfully, therefore extended absences are discouraged unless a student is ill. If it is necessary for your child to be absent, please call the Elementary Office, 455-2659, before 8:45 a.m. each day of absence. If unable to call, please send a note to school to be given to the classroom teacher, who will forward it to the office. The note should state the reason for the absence, and be sent on the first day your student returns.

For each day of absence a student will be given a minimum of an equivalent number of days to complete make up work. For example, a student absent for two (2) days has two (2) additional school days to complete their make up work. E-mail correspondence from parents to the office regarding students absences or late arrivals must be verified in writing or by phone within 48 hours.

## Arrival & Dismissal – School Day

The school day begins at 8:15 AM at Lisbon Elementary. Students will be allowed to go to the classrooms beginning at 8:10 AM. Parents may walk their child to the office, but students should proceed to their classrooms on their own. Arrival to class after 8:15 AM will be considered being tardy, students will be required to stop in the office and get a pass. Parents note that your child arriving on time is important. It directly relates to a habit that will impact learning throughout their school career, and can disrupt the classroom routine.

Unless permission is arranged with the teacher, students should not arrive at school prior to 8:00 AM or remain after 3:15 PM as there is no school or playground supervision for children before or following these times.

## Cancellations

Lisbon Parent Website Account

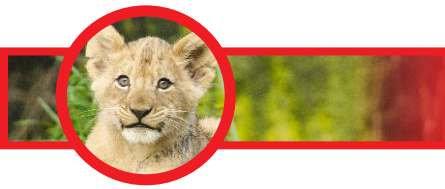
We are requesting that all parents signup for a Parent Account on the Lisbon Community School Website. Creating a Parent Account will allow you to access your child's schedule, classroom activities, grades and works as our school notification system. When creating your Parent account, you will be asked to enter an email address, a landline phone for voice mail or a text number. You can enter one option or all three. This will allow you to receive any messages that our administration may issue, for example early dismissal because of bad weather. If you have an older child and have already signed up, you need to contact the Technology Department to ensure the child entering the school district is connected to your Parent Account. To sign up for a Parent Account, please contact the Technology Department for an Activation Code.

Technology Department: Julie Hendricks-Technology Dept. Admin. [jhendricks@lisbon.k12.ia.us](mailto:jhendricks@lisbon.k12.ia.us) (319) 455-2075, ext. 257, or Julie Hill-Technology Director [jhill@lisbon.k12.ia.us](mailto:jhill@lisbon.k12.ia.us) (319) 455-2075, ext. 263.

Decisions concerning early dismissal, delays, and school closings, made in the interest of the health and safety of students, will be reported to the media as early as possible. Extreme temperature and humidity may require dismissing school early. If a school delay, closure, or early dismissal is required, the following stations will be notified: **WMT, KGAN, KWWL, KCRG, KRAN, KCKK, KHAK, KKRQ, KXIC, KCDR, KTOF, KWLO, KFMW, and Q103.** You can help us by listening to these stations. ***Please Do Not Call The School.*** The stations have also asked that parents and students not call them about cancellations as this ties up their phone lines for calls from school administrators. **NOTE:** In the event of a 2-hour delay, there will be no 4-year-old morning preschool.

## Community/Family Night

Wednesday night is designated as community/family night. The school cooperates with local churches by not scheduling school functions or practices or athletic events on Wednesday night, during the school year. Exceptions to this rule occur as a result of rescheduling conflicts or when an agency other than the local school schedules tournaments or meetings to be held on Wednesday night.



## **Conferences**

Parent/Teacher conferences are scheduled for all parents twice a year. These dates will be noted on our school calendar and on our website. Parental attendance is encouraged.

## **Early Dismissal (for in-service)**

The Board of Education has designated early dismissal days on the school calendar when school is dismissed early to provide in-service training for teachers. Generally, these early dismissal days will be on Wednesdays.

## **Evaluation & Testing**

Periodic evaluation and testing occurs on a regular basis in our classrooms.

The Iowa Assessments will be given to students in grades 3-6 during the Spring each year. The specific dates of this testing will be announced at a later date. The main emphasis of the testing program is to improve our overall educational program and aid in individual student assessment.

## **Field Trips**

Field trips are planned at each grade level in order to supplement and enhance the curriculum and provide additional educational experiences for your children. Classes may leave the school to go to places around town such as the Fire Department, Lisbon Public Library, Lisbon City Park, etc.

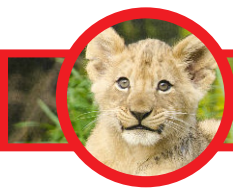
## **Homework**

The primary purposes of any homework assignments given are to strengthen basic skills; extend classroom learning; stimulate and further interest; reinforce independent study skills; develop initiative, responsibility, and self direction; stimulate worthwhile use of leisure time; and acquaint parents with the work students do in school.

## **Leaving School**

Students may not leave the school premises during recess or any other time unless they have permission from their parents that has been cleared through the Elementary Office.

If a student must leave school for an appointment, he/she must bring a note from home which is to be given to the teacher. The teacher will forward the note to the office. A timely phone call to the Elementary Office at (319) 455-2659 is also acceptable. The student should check in with the office when leaving the building and when returning to school if on the same day. Students can be picked up at elementary office unless arrangements have been made between parent, teacher and/or office for other arrangement.



## Library

### CHECK OUT POLICIES

Each library material check out is for two weeks. Materials can be returned or renewed, with library item in hand, anytime between regularly scheduled library visits. Students are allowed to have the following amount of materials checked out at one time:

Preschool - 1 book  
AK - 1 book  
Kindergarten - 1 book  
1st Grade - 2 books  
2nd Grade - 2 books  
3rd Grade - 3 books  
4th Grade - 3 books  
5th Grade - 3 books  
6th Grade - 3 books

Students are allowed to have additional books checked out per teacher wishes. (Ex. class project for a teacher, TAG students, Guidance assignment, etc.)

### FINES

Fines are not assessed for overdue books. If your student has lost or damaged a book you may choose one of the following options:

- Send payment for the school to purchase a new copy
- Purchase the exact book on your own and deliver the book to the school

## Lisbon Early Childhood Center (LECC) Schedule Change Notification

Parents need to furnish the Lisbon Early Childhood Center (LECC) with a note informing us of changes concerning Before & After school children who are scheduled to attend the center and have had a change of plans. If there are any doubts or discrepancies, your child will be brought to the center for his/her safety, and the parent will be telephoned immediately. The LECC wants to provide the best possible atmosphere for your child's well-being, happiness, and safety.

Students attending the Before and After School Care program at the LECC will need a written note from parents if they are not going there on their scheduled day. If there isn't a note they will go to the LECC as scheduled.

## Lockers

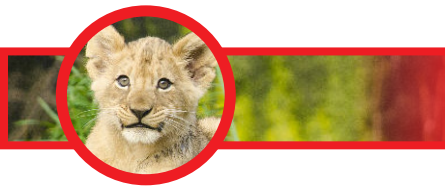
School administrators possess the authority to conduct a reasonable inspection of student lockers periodically.

## Lunch Express

Lisbon School utilizes a computerized lunch system known as "School Dining System."

When you send money for meals to school, please put it in a sealed envelope with your child(s) full name(s) on the outside, to be dropped off in the District Office or at drop box in cafeteria, any time during the day. We require a minimum deposit of \$10. Monies will only be deposited by food service director, once a day into the appropriate accounts. If you have more than one student, monies will be placed in a family account.





In addition, payments may now be made to your child's/children's lunch account online through the link provided on our school website. The link is located at [www.lisbon.k12.ia.us](http://www.lisbon.k12.ia.us) click on "Cafeteria" on the right side bar, and then click on "SDS School Dining System" on right hand side.

Each adult and child will be issued a P.I.N. number that will access their personal meal (breakfast/lunch) account.

BREAKFAST is served in the lunch room from 7:50 a.m. until 8:10 a.m. Students use the same PIN number that they use for lunch. Each student is expected to clean up their own area and leave the room as they find it. On days when there is a late start, no breakfast will be served.

LUNCH is served in the lunch room during assigned shifts (Kdg-12th gr). Lunch shifts may change due to early dismissal or late start.

All families are offered an Iowa Free & Reduced Lunch Application. Applications are available in the District Office.

### Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

**March 1st of the current school year** is the last date for regular open enrollment requests for the upcoming school year. If the good cause provisions apply or the student is entering kindergarten, the application may be made after March 1. The deadline is on or before the Thursday before the third Friday of September of that school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

For good cause and further details, contact the Superintendent's Office.

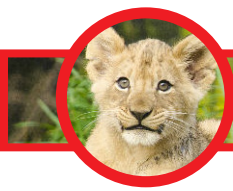
### Recess

All children are expected to go outside during recess unless it is raining or extremely cold (this will be determined at school in the morning and afternoon). Recess will be indoors during inclement weather. Indoor recess in the old gym or classroom will be an alternative during inclement weather. During cold weather, students should be dressed warmly, including snow pants, hats, scarves, gloves, mittens, etc. Please see to it that your child does have boots during wet or snowy weather. Whatever students come to school in for apparel will be what the students are allowed to go outside in. If students come not prepared enough for cold weather, the school will contact the parent(s)/guardian(s) to inform them. We will not go outside if the temperature or wind chill of below zero degrees Fahrenheit.

Recess is a part of the total learning experience for an elementary child, and as such each student is expected to participate. A parent's written request to keep students indoors for recess due to illness will be honored for up to two consecutive days. Beyond two days please send a physician's recommendation.

### Registering During the School Year

Students registering after the school year has begun will not start in the classroom until we are prepared for the student to begin. We need one day to prepare for the new student's transition into his/her new classroom.



## Registration

Parent(s)/Guardian(s) will be asked, to the best of their knowledge, to share with us if their child/ren were involved in any type of special programming at their previous school or have any other special needs.

## Telephone Use

Children will not be allowed to use the school telephone for social or personal reasons. We encourage parents and students to plan ahead so they remember notes, school supplies, lunches, instruments, etc.. Permission must be given by the teacher before a student uses the telephone, and only in emergency situations.

## Transportation of Students

Students going home by any means other than their scheduled bus route must bring a note from home to be given to the teacher. The teacher will forward the note to the office. Students not scheduled on a bus route must have a note from the parents or can have the Office write the note if permission is communicated by parents.

# CONDUCT

## Bicycles and Skateboards

Students under grade three are discouraged from riding bikes to school. Locking bikes to the bike rack is recommended, as well as leaving other bicycles alone.

Skateboards, roller skates, wheelie shoes, and in-line skates are not allowed on school property and should be left at home.

## Bus Procedures

Good student conduct contributes to safety. It helps to avoid accidents which may result from distracting the driver. It also reduces the number of accidents in which students injure themselves or others. Chronic student offenders will be reported to parents and may result in riding privileges being suspended. The school may refer to bus cameras in sorting through bus referrals.

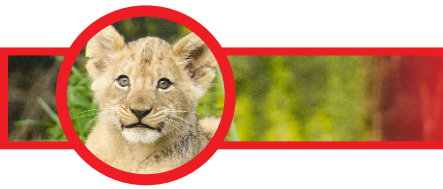
## Care of School Property

Students are expected to treat school property with care and respect. Our school and equipment cost the taxpayers to construct or purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. The school may refer to cameras in sorting through losses or damage.

## Conduct at Fine Arts & Sporting Events

Lisbon Elementary students are expected to behave appropriately at all extra curricular events. Parents please encourage your child:

1. To have a designated place to sit and watch the event—*PREFERABLY WITH PARENTS*.
2. Stand attentively and respectfully during the National Anthem, with hats removed.
3. Watch and enjoy the event.



## Discipline

In the event that it is necessary to discipline a student, disciplinary actions will be progressive in nature. Possible actions include (but are not limited to) loss of recess, before or after school detention, loss of certain activities or privileges, calling or conferencing with parents, and suspension. The type of discipline will be determined by the number of previous problems and severity of the problem. The school may refer to cameras in sorting through issues.

## District Equity

Lisbon Community School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or handicap in admissions or access to, or treatment, or employment in, its programs and activities. Any person having questions concerning equitable treatment is invited to contact the District Equity Officer by calling (319) 455-2659.

## Elementary Guidance Program

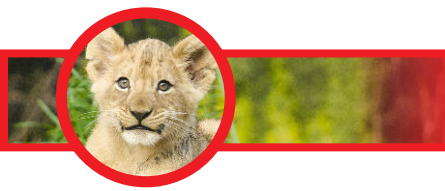
Lisbon Elementary has a half-time guidance counselor. Our guidance program involves individual, small group, and classroom counseling that is developmental as well as crisis centered. Students seeing the counselor may be self-referred, teacher, principal, or parent referred.

## Fund-raising/Soliciting On School Property

Students selling items or goods on school property (including buses) is prohibited. The only exceptions to this will be Lisbon School organizations (i.e. selling of Homecoming buttons, Student Council or Cheerleading activities, etc.).

## Harassment

1. The Lisbon School District believes that all persons should be treated with dignity and respect in word and action. Harassment of students will not be tolerated in our school district.
2. Harassment includes, but is not limited to racial, religious, national origin, age, disability and sexual harassment. Harassment of students by any school employee or another student is prohibited.
3. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive school environment. Sexual harassment may also include, but is not limited to the following:
  - (1) verbal or written harassment or abuse
  - (2) pressure for sexual activity
  - (3) repeated remarks to a person with sexual or demeaning implications
  - (4) unwelcome touching or gestures, staring or leering
  - (5) suggesting or demanding sexual involvement, accompanied by implied or explicit threats
4. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals or groups.



5. Students who feel they have been harassed or who feel they have witnessed incidents or harassment by a school employee or another student are encouraged to contact the principal, counselor, or a teacher with whom they feel comfortable.
6. Students found to be in violation of this policy will be disciplined by: loss of privileges, detention, and suspension. Depending on the severity of the violation, some cases may be referred to the Superintendent and Board of Directors for expulsion, or a law enforcement agency for prosecution, or both.

### **Hats/Hoods**

Hats/hoods will not be worn in school during school hours, including Early Entry, such as in the morning for breakfast.

### **Multicultural/Gender Equity Policy**

It is the policy of the Lisbon Community School District not to discriminate on the basis of race, creed, religion, age, sex, national origin, marital status, or disability in its educational programs, activities, or employment policies, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

### **Non-Discrimination Policy**

The Lisbon School District provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, or disability. LSD shall take affirmative action in recruitment of women and men, minorities and the disabled.

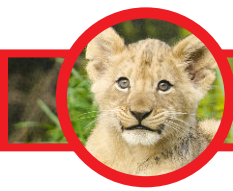
Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Lisbon School District, 235 W. School St., Lisbon, IA 52253.

### **Periodic Inspections**

Lockers, desks, and other school facilities/areas are owned by the school district and are provided as a courtesy to the students. In order to maintain a safe and healthy school environment, periodic inspections may be conducted without notice. When appropriate, these inspections may include use of local police and drug dogs trained to detect the presence of drugs, explosives, or other items not permitted on school premises.

### **Playground**

During regularly scheduled recesses, the playground is supervised by an adult. Specific playground rules will be covered by our classroom teachers and/or teacher associate. Students are to avoid bringing potentially dangerous items to school for use on the playground. Please see "Personal Property at School" section on page 11.



### **Playground Discipline Guideline**

The following discipline steps are designed primarily for students who exhibit aggressive behavior on our playground. Students may be asked to sit out part of or all of a recess depending on the situation. More severe situations will be referred to the principal's office for further disciplinary action.

### **Positive Behavioral Interventions Supports (PBIS)**

PBIS stands for Positive Behavioral Interventions Supports. It is a positive and proactive way to deal with student behavior. Students or entire classes are recognized for doing the "right thing" with tickets of different colors depending on the area or situation. At Lisbon we focus on teaching students to be respectful, responsible, safe and caring throughout the school. Expectations are taught to students and signs are displayed promoting PBIS all over the school. PBIS offers different levels of support for each student and their behavioral needs. Our school celebrates and recognizes student accomplishments.

### **Weapons**

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons including firearms, will be referred to Law Enforcement authorities.

## **HEALTH INFORMATION**

### **Accident, Emergency and Health Information**

At registration time you are asked to complete a Health History Form which is a sheet with all pertinent health information such as: a complete health history, including current medications and allergies, among other information. If an information release is signed, the information will be shared with school staff who need to know about your child's condition.

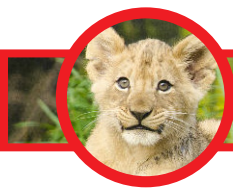
Any changes in the student's health status during the year should be communicated to the school nurse, Julie Light: (319) 455-2659, x126 or [jligh@lisbon.k12.ia.us](mailto:jligh@lisbon.k12.ia.us)

### **Emergency Care**

School personnel trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students, staff or visitors whenever these individuals are on school premises or under school supervision. For severe or life threatening injuries and illnesses, the Emergency Medical System (911) will be activated.

### **Food Allergies**

Food allergies are becoming more common amongst our student population and some allergies can be severe, if not fatal. In fact, the CDC reports that 1 in every 13 students have food allergies. Peanuts and tree nuts are examples of allergens that can be life threatening for certain individuals, and some people suffer a reaction by merely touching a nut-containing food or table. We want to ensure that all students can safely participate in classroom activities and enjoy classroom treats. We have other students



who have life threatening allergies to milk, eggs, rice and other foods as well. In order to provide a safe environment for all individuals, Lisbon Community Schools has implemented safety guidelines for snacks and treats that are allowed in all classrooms at school.

- Foods containing peanuts, peanut butter, nuts, Nutella, or any tree nut (walnut, almond, etc.), or any food processed in a facility that also manufactures nuts, or tree nuts, will not be allowed in any classroom at Lisbon.
- It is still acceptable to send peanuts, peanut butter, nuts, Nutella or any tree nut for lunch, which will be eaten only in the cafeteria.
- Only pre-packaged, store bought snacks and treats are allowed for snacks in the classroom. Therefore, NO homemade items should be sent to school for a classroom treat or snack. From this point forward, classroom treats and snacks must be pre-packaged and sealed in the original packaging so that we can read the product label and ensure that it does not contain nuts or tree nuts, AND wasn't made in a facility that also processes peanuts/tree nuts. If it does not meet this requirement, the snack or treat will be sent home.
- We are including an acceptable list of food/snack items that will be allowed in the classrooms.
- Always check labels on food as processing procedures change where the item may be manufactured in a facility that also processes nuts.
- Non-food items such as pencils, small toys, erasers or other items would also be a great classroom treat for special occasions.
- There are classrooms that have additional limitations to certain foods due to a student with additional allergies, and the teacher will notify you of this.

Thank you for taking the time to read this important information. It takes teachers, staff AND parents working together as a team to provide a safe environment in the classroom for those students with allergies.

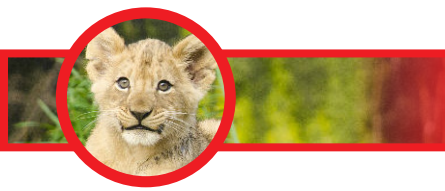
## Health Services

The primary objective of the District's school health services program is to enhance the educational process of the student. The health services department includes the school nurse, office secretaries and principals. The team will assist students to reach their optimum health enabling them to achieve their fullest potential.

Health care of the school-aged student is the responsibility of the parent/guardian, and the school nurse advises that each child have a primary care physician. The school nurse and staff are able to make observations about students during the school day and act as a valuable resource to the student's physician. The nurse also interprets the student's health care needs to the school staff. Typical activities of the school nurse include: Monitoring communicable diseases, managing medication administration, helping in the assessment of physical and psychosocial factors affecting a child's learning in school, developing individualized plans of care for students, acting as a health education resource for teachers, offering health guidance to students and to their families, and helps identify health and safety hazards in the buildings and on school grounds.

In the school nurses absence, the health office may be managed by a Registered Nurse replacement, the office secretary, a health assistant and/or the building principal.





## Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

## Managing Student Illness During the School Day

Students are sent to the health office if they are injured or appear ill. An attempt will be made to understand the student's complaint. This will include asking the student questions about how he/she feels, taking a temperature, making an assessment, possible discussion with the teacher, among other assessment tools.

After a period of observation, a decision will be made to do one of the following:

1. Return the student to classroom activity.
2. Allow the student to rest in the health office for a brief period.
3. Send the student home. The parent or guardian will be called first, then emergency contacts if necessary.

Students who exhibit the following symptoms, will be sent home:

1. Temperature of 100.0 or higher.
2. Vomiting.
3. Diarrhea.

These are not the only symptoms that influence the decision to send the student home; general appearance and function are important factors.

The student is to be free of the above symptoms for 24 hours before returning to school. This not only protects and promotes health in your child, but also the children in his/her classroom.

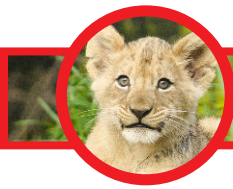
Once the child has been sent home from school due to illness, the child may NOT return to school or school activities for that day.

Parents will be notified of injuries, which appear to require close observation or medical attention.

## Medication Policy

School District Policy states: *"Medication will not be administered without written authorization from the parent, and the medication must be contained in the original bottle or container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of day which it is to be given, the dosage and the duration. Written authorization and instruction shall be provided by the parent or legal guardian."*

No prescription medications will be given to students by school personnel without written instructions from the doctor indicating what the medication is, how much is to be given, the dosage of each given amount, the length of time to be on the medication, and any special instructions. All medications are to be supplied to the school in the original container, properly labeled, and will be administered only by certified school personnel.



Nonprescription medicine may be sent to school and administered to students if accompanied by a medication permission form, or a note from parents, clearly stating dosage, time for administering medication, and the type of medication.

## Required Health Documents

Require health documents for all four year old preschool, alternative kindergarten, kindergarten and 3rd grade students Preschool, Alternative Kindergarten & Kindergarten students: Parents must provide the following:

- Completed immunization forms
- Vision screening form completed by your Family Dr. or Optometrist

o Form -

[https://idph.iowa.gov/Portals/1/userfiles/88/Cert%20of%20Vision%20ScrnDec2015%20wFacts%20Fillable\\_FINAL.pdf](https://idph.iowa.gov/Portals/1/userfiles/88/Cert%20of%20Vision%20ScrnDec2015%20wFacts%20Fillable_FINAL.pdf)

- Dental Screening form completed by your Family Dr. or Dentist

o Form -

<https://idph.iowa.gov/Portals/1/userfiles/163/Certificate%20of%20Dental%20Screening%208-17-16.pdf>

3rd grade students: Parents must provide the following

- Vision screening form completed by your Family Dr. or Optometrist

o Form -

[https://idph.iowa.gov/Portals/1/userfiles/88/Cert%20of%20Vision%20ScrnDec2015%20wFacts%20Fillable\\_FINAL.pdf](https://idph.iowa.gov/Portals/1/userfiles/88/Cert%20of%20Vision%20ScrnDec2015%20wFacts%20Fillable_FINAL.pdf)

If you have any questions, please contact Nurse Julie at 455-2659, ext. 126 or [jlight@lisbon.k12.ia.us](mailto:jlight@lisbon.k12.ia.us)

### Address Change

1st line edit to read as: It is important that you inform the elementary office immediately of any changes in you or your child's contact information, as well as, emergency contacts.

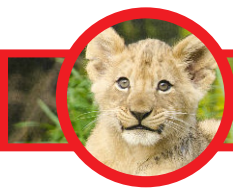
### Balloon & Flower Deliveries

Replace section text with: The practice of sending flowers and/or balloons to school is discouraged. Items sent will be kept in the office until the end of the school day for student pick up. The arrival of such gifts causes disruptions in several ways.

## GENERAL INFORMATION

### Address Change

It is important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.



## Balloon and Flower Deliveries

The practice of sending flowers or balloons to school is discouraged. The arrival of such gifts causes disruptions in several ways: the delivery of flowers or balloons disrupt classroom activities; with students often feeling disappointed when they do not receive gifts as their peers do; and the items may cause problems on the bus ride home. Understandably these items are sent because you care about your children, however it would be appreciated if you find another time to share these gifts with your son or daughter.

## Cell Phone Policy

Cell phone and portable communication device usage during instructional time is detrimental to the education process. It is disruptive and distracting to the student using the device as well as the teacher and the rest of the class. Cell phones and other portable communication devices are not to be seen or heard during class time beginning at 8:10 and ending at dismissal time (this includes lunch and recess)..

### Consequences:

Penalties for violation of the Lisbon Cell Phone/Portable Communication Device policy will be dealt with according to the following guidelines:

**1st Offense:** Phone is confiscated and sent to the office, student may pick up at then end of the school day and student will be assigned a 30 minute detention.

**2nd Offense:** Phone is confiscated and sent to the office, PARENT is notified and PARENT must pick cell phone up from the office. Student will be assigned a 60 minute detention.

**3rd Offense:** Phone is confiscated and sent to the office, parent will need to pick up the student's phone in the office. Student will serve an in-school suspension.

\*Note –Violations accumulate on a school year basis, they do NOT reset at the quarter or semester.

## Lost and Found

A lost and found box is located by the recess doors in the elementary hallway. When a student has lost an article, they should check in that area for it immediately. Items will be displayed outside elementary office in hallway during conferences, anything unclaimed will be donated or disposed of the following week. Please label all items to ensure they are returned to the correct family.

## Party Invitations

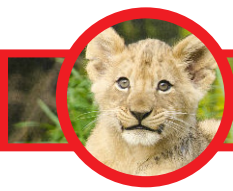
Students may bring party invitations to school for delivery **only if the entire class is being invited**. Student/family personal contact information can NOT be distributed for any reason.

## Personal Property at School

Children are discouraged from bringing extra money, electronic devices, games, trading cards, toys, or other objects from home unless they have been given permission by their teacher. Items that are brought from home should be marked so they can be easily identified. Our school district cannot assume responsibility for the loss or breakage of things brought from home. Students are not allowed to bring pets to school due to allergies. If students bring personal property, including gaming systems, property must be rated G/PG or the equivalent of. No Rated PG-13/R or equivalent of items allowed at school.

## Release of Student Records and Information

School records which are important to the educational process, are kept in the office area, and are open for parents to review. The custodian of the records is the building principal. The Lisbon Community School District will release school information for the school year in accordance with the Code of



Iowa, Section 99.3. The following information related to students will be released unless objected to by parents of students or students 18 years of age: Student's name, parent or guardian's name, telephone number, photographs and images, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height for athletic rosters, date of attendance, degrees and awards received, most recent educational institution attended by the student and other similar information. Parents or students 18 years of age may make their request for information not to be released at any school office.

## **School Fee Waiver and Reduction Procedures**

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

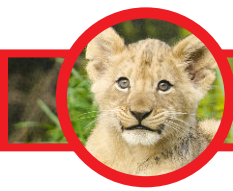
Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the (principal, secretary, etc.) at (registration time) for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **Snack & Food Policy**

Food allergies are becoming more common amongst our student population and some allergies can be severe, if not fatal. In fact, the CDC reports that 1 in every 13 students have food allergies. Peanuts and tree nuts are examples of allergens that can be life threatening for certain individuals, and some people suffer a reaction by merely touching a nut-containing food or table. We want to ensure that all students can safely participate in classroom activities and enjoy classroom treats. We have other students who have life threatening allergies to milk, eggs, rice and other foods as well. In order to provide a safe environment for all individuals, Lisbon Community Schools has implemented safety guidelines for snacks and treats that are allowed in all classrooms at school.

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- There are classrooms that have additional limitations to certain foods due to a student with additional allergies, and the teacher will notify you of this.

Thank you for taking the time to read this important information. It takes teachers, staff AND parents working together as a team to provide a safe environment in the classroom for those students with allergies.



## Use of School Facilities or Equipment

A formal request for the use of school facilities or equipment must be submitted to the district office. Requests should be made well in advance of the event. Planned district activities will take priority over other requests. Forms are located in the district office.

## Visitors **ALL visitors must check in at the office when they arrive at school.**

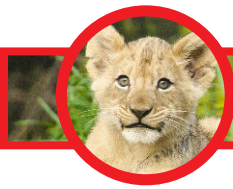
**Student visitors**, such as friends or cousins are not allowed in the Lisbon School District. Although the day may be interesting, it is often disruptive to your child's learning and that of the entire classroom.

**Adult visitors** are always welcomed. It would be courteous to call or send a note to the classroom teacher before visiting 24 hours in advance, IF POSSIBLE. We would prefer that non-school-age children not accompany adult visitors in the classroom, as they can be disruptive to the daily learning environment. An evening open house is scheduled each fall so entire families may visit our classrooms and staff together. Frequent visitors may be required to have a background check.

**Lunch Guests:** We love it when parents and grandparents come to eat with the students. Our recommendation is that you come no more than once a week, so your child has the social experiences which come with the school setting.

Don't forget:

- 1) Be sure to check in at one of the offices, sign in and get a visitor's badge.
- 2) Be sure to purchase a lunch ticket in the district office, prior to going to lunch.
- 3) Meet your student in the cafeteria
- 4) Your student may only have one friend (from your student's grade level) eat with you if so desired.
- 5) Your student must return to the classroom with the rest of the class...say your goodbyes in the cafeteria. This will allow transitions to be as smooth as possible for the students.



## **Lisbon Community School District Student/Parent Technology Device User Agreement Grades AK - 6th**

Technology is a vital part of the Lisbon Community School District (LCSD) curriculum. The school district provides access to a computer system, which includes Internet/Network access.

- In conjunction with Board Policy 605.6, the following standards of behavior will be expected from all users pertaining to Technology Devices:
- Students will access the system for educational purposes only, (this includes the use of networked printers in the building).
- Students will not change settings on devices.
- Background image on devices must be school appropriate images.
- Students will use appropriate language and be respectful of others.
- Students will observe and respect license and copyright agreements.
- Students will keep passwords and personal information confidential.
- Students will not download any apps or files without permission.
- Students are not allowed to bring in their own laptops or handheld devices to be used with the existing hardwired or wireless network without permission.
- Student use of personal email is prohibited.
- Students will be educated on internet safety and digital citizenship as deemed age appropriate.
- Students provided with a school issued email account will not use it for personal use. It will be monitored and filtered by the Technology Director.

Please sign below if you would like your child to be granted Internet/Network access and return the permission form to your child's school.

I agree to be responsible for payment of any charges, or damages caused by improper use.

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

**RETURN THIS FORM TO TECHNOLOGY DEPARTMENT UPON SCHOOL REGISTRATION**