

Inman Elementary Student Handbook



2024-2025

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OPENING STATEMENT

Welcome Letter

Welcome to Inman Elementary. It is a pleasure to serve as the elementary principal. I sincerely hope that you will strive for excellence. As an elementary school, we are committed to helping you achieve your goals and reach your full potential. Students and families are an essential part of our team.

As Inman TIGERS we are committed to Teamwork, Integrity, Goals, Empathy, Responsibility and Safety. By following the Tiger matrix, we can create a learning environment where all students can thrive.

May 2024-2025 be the best year yet!

-Dr. Chaillie

School District Mission Statement, Vision Statement, Philosophy

Red Oak Mission Statement

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

Red Oak Vision Statement

Excellence for All . . . Whatever It Takes!

Red Oak Community Schools Philosophy

The Red Oak Community School District affirms that the ultimate purpose of education is to help students become effective citizens of a democracy. Acting through its Board of Directors, the Red Oak Community School District is dedicated to providing equal education to all enrolled students.

School Information at a Glance

Red Oak Preschool

Jane Chaillie, Principal
400 W 2nd Street
Red Oak, Iowa 51566
(712) 623-6630

Red Oak Preschool Schedule

Drop Off begins @ 7:45 AM
Full Day Sessions 8:00 AM – 2:50 PM (M-Th)

Inman Elementary (K-6)

Jane Chaillie, Principal
Jamie Sherley, Assistant Principal
900 Inman Drive
Red Oak, Iowa 51566
(712) 623-6635

Inman Elementary Schedule

Arrival/Breakfast: 7:40 AM
Tardy: 8:00 AM
Dismissal: 3:10 PM (Friday 1:40 PM)

Jr/Sr High School (7-12)

Nate Perrin, Principal
Steven Green, Assistant Principal
2011 N 8th Street
Red Oak, Iowa 51566
(712) 623-6610

Jr/Sr High Schedule

Arrival/Breakfast: 7:40 AM
Tardy: 8:00 AM
Dismissal: 3:10 PM (Friday 1:40 PM)

Red Oak District Administration

Mr. Ron Lorenz- Superintendent
Mrs. Heidi Harris- Board Secretary
Mr. Kevin Herrick- Technology Director
Ms. Barb Lombard- Transportation Director

Staff Listing

Preschool: Arlene Smith, Angel Girouex, Katie Confer, Michele Smith

Kindergarten: Miranda Vannausdle, Julie Johnson, Meshell Billings, Patricia Sickler

1st Grade: Kay Soden, Alix Carlson, Melinda Smits, Elizabeth Koontz

2nd Grade: Abby Weeks, Anna Ramaker, Josie Wiser, Kaylee Jacobs

3rd Grade: Brooke Doyle, Alex Nelson, Kristina Chilton

4th Grade: Sue Chelsvig, Karla Davis, Angie Montgomery, Kathleen Miner

5th Grade: Debra Robertson, Sonia Kunze, Mark Haufle, Dillon Wiser

6th Grade: Lisa Artherholt, SueAnn Crouse, Phil Turner

Title 1: Connie Dentlinger, Brandi Blackman, Beth Rehbein

Special Education: Jacki Viner, R'Donya Nelson, Monica Nicholas, Courtney Madison, Michele Smith,

ELL: Miriam Hoeksema

TAG: Beth Burgess

Specials: Jesse Taylor (PE), Kelsie Schmidt (Music), Jacque Stephens (Art), Janelle Erickson (Teacher Librarian), Amy McClintock (Guidance), Kathy Linke (Guidance), Heather Hodgkins (Title Para/Media), Kandi Turner (Title Para/Media), Steve Ferre (School Based Interventionist)

Paraprofessionals: Julie Anderson, Linda Rodriguez, Josie Dalke, Chris Koontz, Nancy Thinnies, Amanda Deitering, Sarah Williams, Lupita Ramos, Lanie Brule, Feren Paden

Administrative Assistants: Lori Vanderhoof (Inman), Elaine Pelzer (Inman), Val Tracy (ROECC)

School Nurse: Megan Adams

Administrators: Jane Chaillie (Principal), Jamie Sherley (Assistant Principal)

Definitions

“The district” means Red Oak Community Schools.

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes school district buildings and vehicles.

“School activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Red Oak Community Schools does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Red Oak Community School’s educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator can be contacted at the Red Oak Community School’s Central Office.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes

State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Red Oak Community School in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. The Student Assistant Coordinator is responsible for this process. Parents wanting access should contact the Inman Office.

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Red Oak Community School for the first time must complete the registration process with the district registrar. Each year, families must complete the yearly registration update before students begin school.

Admission Requirements

Students wishing to enroll in kindergarten must be 5 years of age on or before September 15th of the year in which they wish to enroll. Parents must present evidence of age before the child may enroll. It will be within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

School Calendar

Red Oak Community School's calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

The calendar can be found on the Red Oak Community School website and Appendix A of the handbook.

Daily Schedule

Students may enter the building at 7:40 a.m. Students may enter their classrooms at 7:50 a.m. and school will begin each day at 8:00 a.m. School is dismissed Monday-Thursday at 3:10 p.m. and at 1:40 on Fridays.

School Day – Arrival and Departure

Arrival Time

We ask that parents refrain from dropping off their children at school before 7:40 a.m. **Students should not be on school grounds and may not enter the building before 7:40 a.m.**

There is no supervision for your child prior to 7:40 a.m. and after 3:20 p.m. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur.

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they

have permission from the teacher and their parents. **Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.**

Early Dismissals for Professional Development

We have scheduled a 90 minute early release (1:40 p.m.) every Friday to allow time for professional development. These dates are notes on our school calendar. **Plan now to use those free hours to take care of your child's out-of-school needs (medical and dental appointments).**

Student Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Red Oak School Districts' education program and accomplish the student's educational objectives. Although Red Oak School District believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Inman front office. If the student is returning to school during the school day, the student must check in prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

Excused Absences

Students or Parents of minor students who know they will be absent must notify the Inman Elementary Office in advance of the absence. Absences approved by school administration are considered automatically excused absences. Excused absences include but are not limited to

- Illness
- Family emergency
- Recognized religious observances
- School activities
- Family trips/vacations
- Other family circumstances
- Other determined excused absences

It is the student's responsibility to make up any classroom work or required assignments.

If advance notification is not possible, parents must notify the Inman Office on the day of the absence prior to 8:30 AM. If notification is not received, the office will attempt to contact the parent at the given emergency number on file. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require

- Note written and signed by the parents.
- Health care provider note signed by the health care provider.
- Health care provider note signed by the parent.
- Other evidence or written explanation.

Unexcused Absences

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by building administration. Unexcused absences include but are not limited to

- Tardiness
- No call, no show
- Shopping
- Hunting
- Concerts
- Preparation or participation in parties
- Other determined unexcused absences

Consequences

If a student is absent more than 10% of days in a grading period, the student's parent will be contacted via telephone or mail regarding the student's attendance. The student-based interventionist will initiate the notification process. If a student has been absent for 5 days with no parental notification, the student enrollment may be dropped and the student must be reregistered for school before being allowed to attend. If a student is absent for 15% of the days in a grading period and/or school year, the student-based interventionist will set up a school engagement meeting with the family, student, and district to address reasons for absences and to make a formal plan to reduce days missed. If parent/guardian does not attend, the Montgomery County Attorney will be notified in accordance with SF 2485. If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. A formal mediation will be set up with the county attorney and failure to comply with the plan set up in medication may result in charges filed with the county court as outlined in SF 2485.

Students with disabilities receiving special education services or accommodations, shall not be denied their right to education. Procedural safeguards under the *Individual with Disabilities Education Act* (IDEA) and *Section 504* shall be followed prior to considering any of the above disciplinary measures.

Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the

discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher's specifications.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to open enroll to another school must contact the Red Oak Community School Central Office for more information.

Early Release During School Hours

If a student is leaving school early, a parent/guardian should contact the school in advance if their child is leaving school for any reason during the day, stating the reason for the absence. Any student leaving school during the day must be checked out at the front desk by an adult and checked back in if they return before the end of the day. Students are not allowed to walk home by themselves during the school day. For the protection of our students, no student will be allowed to leave the school during the day with any adult other than a parent or guardian unless proper permission is given by the parent/guardian. Anyone picking up children should report to the office and wait for students at the main entrance.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Inman Elementary believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Inman Elementary believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of building administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

- Shoes with cleats except for outdoor practices.
- Shoes with wheels.

- Clothing that is not conducive to the health and safety of a student against certain weather circumstances.
- Clothing or accessories that are dangerous or could be used as a weapon.
- Displays of obscenity, profanity, or vulgarity.
- Discriminatory remarks.

Students who refuse to comply or are found to be a habitual offender may be sent to the building administration who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to

- Students may be required to reimburse the school district for actual cost of the damages.
- Students may be required to reimburse the school district for cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions

In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by building administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Expression and Publication

The board of directors of Red Oak Community Schools protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy 505.3.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by building administration.

Student Expression

Red Oak Community Schools aim to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Red Oak Community Schools generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Complaints/Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 3 (three) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 (five) days after speaking with the principal.

Student Search and Seizure

Red Oak Community Schools believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

Personal Searches

A student's person, personal property and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Bullying and Harassment

Red Oak Community Schools is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Red Oak Community School's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles,

while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

“Harassment” and “bullying” mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantially detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with the student’s academic performance.
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, Red Oak Community School will designate an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student

for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found at [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](#). Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence

- The student’s intent and knowledge of their actions.
- The student’s developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other objects used with the intent to cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible.

to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which

injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

First Violation: A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of up to one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.

Second Violation: A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of two weeks.

Third Violation A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of one month or the balance of the school year.

Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, ear buds, radios, etc. These devices are only permitted for use prior to the start of the school day. Should a student be found using a device outside of the permitted times, it will be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. The second infraction will require that a parent pick up the device in the Inman office. After a third infraction, the student will no longer be able to bring a device to school until a parent conference with the building administrator can be held.

Students are expected to refrain from using their devices once they enter the school until they leave the school building. Misuse of devices include but are not limited to taking photos in the restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

If you need to get a message to your child, please call the Inman Office during school hours. The district is not responsible for lost, damaged or stolen devices and personal items.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Red Oak Community Schools are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator.

STUDENT CONDUCT

Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school during 2024-2025, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The building administrator will keep records of violations of the good conduct rule.

Eligibility

To be eligible for an activity, students participating must attend school on the day of the activity. Students who are not in school will not be able to participate.

Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and they will be removed to a buddy classroom, student support center, or the building office. This is at the discretion of the classroom teacher.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by building administration on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by building administration after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

Intervention

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the building administrator for more information and waiver forms.

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact the school nurse.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

When students enroll at Red Oak Community School, they will need to have a current physical submitted to the school nurse. Parents are encouraged to have their children receive periodic physical examinations.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency if the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students

are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the nurse's office and distributed by the school nurse or designated medication administration certified staff. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Please do not send your child to school if he/she is ill. Your child should have a normal temperature for 24 hours before returning to school without the use of fever reducing medication. Children who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent any time before the activity, will be the only exception for this situation. (Example: dental appointment, funeral, non-illness appointment.)

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

Health Screenings

Throughout the year, Inman Elementary sponsors health screenings for hearing, vision, and dental. Parents are notified prior to the screening and may opt out through a written, signed note.

Sexual Abuse and Physical Abuse of Students by School Employees

Red Oak Community School does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Red Oak Community School's Level 1 investigator is Steven Green and can be contacted at Red Oak Jr/Sr High.

Allegations will be handled promptly and confidentially to the maximum extent possible.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and

- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy 505.12 and state law.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they may contact the classroom teacher. Additionally, parent-teacher conferences are regularly scheduled and held each semester at Inman Elementary. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the classroom teacher.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law.

STUDENT ACTIVITIES

Assemblies

Throughout the year Inman Elementary sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not participating in assemblies must report to the office.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on the district transportation. Students ride home on the district bus or vehicle unless prior arrangements

have been made with the pre-approval of the Inman Office, parent, or the student's parents personally appear and request from the building administrator to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Red Oak Community School District's policy on education records and other related information and procedures contact the Red Oak Community School District Central Office.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Photos

Red Oak Community Schools allows for school photos to be taken by a commercial photographer as a service to the students and their families. Prior to students' photos being taken, students and students' parents will be notified. In no case will students be required to have their picture taken or be pressured to purchase pictures.

Teachers and school staff may take pictures of students for newspaper, newsletters, school promotional information, and school social media unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Inman Elementary maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must follow the checkout procedures. Students are allowed to check out two library materials at a time unless given explicit written permission from the librarian to check out more. Students may not check out books until overdue library materials are returned. Lost or stolen library materials must be paid for.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.3 Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the superintendent who will provide all necessary forms, or they may access the objection forms through the school district's policy.

MISCELLANEOUS

Student Guidance and Counseling Program

Inman Elementary maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

Visitors are welcome at Inman Elementary under certain circumstances. Visitor parking is in the main Inman parking lot. All visitors must check in at the Inman office. The check-in process includes checking in with office staff and signing in. If a student wishes to bring a guest to school, the student must receive prior permission from building administrator 24 hours prior to the visit.

School Nutrition Program and Free and Reduced Lunch

Red Oak Community Schools operate a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact building administration or Lisa Joint at Central Office.

Sixth grade students may have the opportunity to purchase a la carte options. Students will only be allowed to purchase a la carte options if they have money in their lunch account.

Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school or school activities. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Bus and vehicle specific rules are as follows but are not limited to:

- Designated loading spots will be identified before and after arrival.
- Vehicles must be at a complete stop prior to entering or exiting.
- Bodies must remain in the vehicle.
- Riders must not throw or extend objects about the vehicle or from the vehicle.
- Aisles must be clear.
- The emergency door is to be used for emergencies only.
- Assigned seating may be implemented.

- Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
- To open windows, permission must first be obtained from the driver.

District Owned Recording Devices

The Red Oak Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Parent-Teacher Association/Organization and Booster Clubs

Inman Elementary has a parent-teacher organizations that is run and funded separately from the district. Should a parent be interested, or a student require services, contact Red Oak PTO or Inman Elementary Office for more information. The PK-6 PTO holds three annual fundraisers to directly support elementary programs, which enhance and enrich the opportunities for our elementary students.

School Announcements

Announcements are made each morning. Students and organizations who wish to have an item included in the announcements must receive permission from school administration.

Lost and Found

Inman Elementary maintains a lost and found located in the main hallway. It is the child's responsibility to check the lost and found periodically if he/she has lost something. Student clothing and other items should be clearly labeled. Items placed in lost and found will be maintained for one quarter, after which items will be donated to a local charitable organization. Items of higher value will be kept in the Inman office.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

ELEMENTARY SCHOOL RULES

Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

Deliveries

We ask that balloon bouquets, flowers, etc are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to your child until after school is dismissed.

Party Invitations

Invitations to private parties will not be passed out at school. It is the policy of the district that we cannot give out addresses, phone numbers or email addresses of our students for any reason including party invitations.

Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse approved by building administrator or school nurse that would excuse a student's outdoor participation. In certain cases of inclement weather, recess will not be held outside but will be held in the general education classroom, lunchroom, or media center. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

The playground is a place for safe, respectful play. The lower elementary playground is located East of Inman Elementary while the upper elementary playground is located South of the building. Should an item fall outside of the playground parameters, students are expected to remain within the playground parameters and a staff member will retrieve the item or give permission for a student to safely retrieve the item. Should a student become injured or fall ill, school employees supervising recess must be notified and they will call the Inman Office and school nurse.

Inman Elementary expects all students to play in such a manner that facilitates safety and respect. Physical fighting will result in immediate removal from the playground and other disciplinary measures may be enforced. Behavior rules on the playground are as follows

- Play must occur in designated playground areas only.
- Objects must not be thrown unless designated for such use.
- All playground equipment must be used in the way it was intended.
- Only school property will be allowed at recess
- No fighting will be tolerated.

Consequences for violating behavior rules include but are not limited to Write ups.

- Loss of recess time.
- Removal from the playground.
- Office referrals.
- Other disciplinary measures including and up to, detention or suspension.

Outside Food/Treats

Inman Elementary allows for outside food/treats to be brought to a classroom by a student. If a student would like to bring outside treats, they must first notify and receive permission from their classroom teacher. All outside food/treats must be store bought or made and packaged in a commercial kitchen. If you are bringing treats, we do ask that you consider classroom dietary needs and food allergies.

School Parties

Inman Elementary holds classroom parties throughout the year. These include but are not limited to Halloween, Winter Holiday, and Valentine's Day. Students who do not wish to participate in the parties may be excused by school administration. Supervised activities will be provided for those not wishing to participate or they may be excused to go home. Room parties are held to celebrate various occasions and class successes.

All treats need to be prepackaged; store bought items. No homemade treats are allowed.

Show and Tell or Sharing Time

Inman Elementary allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated "Show and Tell" or "Sharing Time" as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school.

Students are allowed to bring pets to school only with advance permission from the teacher and/or office staff. Parents must be present to walk the animal/pet to the classroom and when leaving the building. Any animal brought to school must be housed in a proper case, restrained so they cannot harm anyone, and be current on all vaccinations. Special consideration for allergies and the individual needs of students will be considered.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Red Oak Community School's Elementary Student Handbook available at Inman Elementary and www.redoakschooldistrict.com. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Jane Chaillie (Elementary Principal) with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)

2024-2025

APPENDIX A: SCHOOL CALENDAR

Red Oak CSD 2024-2025 Calendar

Start: Aug 23 – Finish: May 23

Summary of Calendar

Days in classroom
 1st Semester: 82 days
 2nd Semester: 92 days
 1st Quarter: 40 days
 2nd Quarter: 42 days
 3rd Quarter: 44 days
 4th Quarter: 49 days

TOTAL CALENDAR DAYS: 176
 TEACHER WORK DAYS: 190

CALENDAR LEGEND

Preservice Days	
Begin Semester	
End Quarter	
Holidays	
Vacation Days	
Workday/PPD	
PD- 90 min. Early Dismissal	
P/T Conferences	

HOLIDAYS:

Labor Day	(9/2)
Thanksgiving Day	(11/28)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/18)

Min. Instructional Day = 6.58 hrs.

Approximately 8:00 a.m. to 3:00 p.m.
 6.58 hours/395 minutes
 (not including 25 minute lunch)

Collaboration/PPD Day = 5.08 hrs.

Approximately 8:00 a.m. to 1:30 p.m.
 4.58 hours/305 minutes
 (not including 25 minute lunch)

M	T	W	Th	F	Days/Hours
August (2024)					
12	13	14	15	16	
19	20	21	22	23	1 5.08
26	27	28	29	30	6 36.48
September (2024)					
2*	3	4	5	6	10 61.30
9	10	11	12	13	15 92.70
16	17	18	19	20	20 124.10
23	24	25	26	27	25 155.50
30					26 162.08
October (2024)					
	1	2	3	4	30 196.50
7	8	9	10	11	35 219.80
14	15	16	17	18	40 251.20
21	22	23	24	25	45 282.60
28	29	30	31		49
November (2024)					
				1	55 314.00
4	5	6	7	8	59 345.4
11	12	13	14	15	60 376.80
18	19	20	21	22	65 408.20
25	26	27	28*	29	69 439.60
December (2024)					
2	3	4	5	6	72 452.76
9	10	11	12	13	77 484.16
16	17	18	19	20	82 515.56
23	24	25*	26	27	87 546.96
30	31				89 553.56
January (2025)					
		1*	2	3	93 570.84
6	7	8	9	10	98 592.24
13	14	15	16	17	103 623.64
20	21	22	23	24	107 655.04
27	28	29	30	31	112 686.44
February (2025)					
3	4	5	6	7	117 717.84
10	11	12	13	14	122 749.24
17	18	19	20	21	127 780.64
24	25	26	27	28	132 812.04
March (2025)					
3	4	5	6	7	137 843.44
10	11	12	13	14	142 874.84
17	18	19	20	21	147 906.24
24	25	26	27	28	152 937.64
31					156 969.04
April (2025)					
	1	2	3	4	161 993.04
7	8	9	10	11	167 1024.44
14	15	16	17	18*	171 1055.84
21	22	23	24	25	176 1087.24
28	29	30			178 1101.24
May (2025)					
			1	2	181 1115.24
5	6	7	8	9	186 1146.64
12	13	14	15	16	191 1178.04
19	20	21	22	23	196 1209.44
26	27	28	29	30	201 1240.84
June (2024)					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	

* Additional Paid Teacher Contract Day

Date Events

Aug. 16	Remote PD
Aug. 19	Veteran Staff Report
Aug. 19-22	Preservice Days
Aug. 23	Begin 1 st Semester
Sept. 2	Labor Day: No School
Sept. 23-27	Homecoming
Oct. 8	Parent/Teacher Conferences
Oct. 10	No School: P/T Conferences
Oct. 11	No School
Oct. 18	End 1 st Quarter (40 days)
Oct. 21	Begin 2 nd Quarter
Nov. 27-29	No School: Thanksgiving Break
Nov. 28	No School: Thanksgiving
Dec. 20	End 2 nd Quarter (42 days)
Dec. 23 - Jan. 3	Christmas Break
Dec. 25	Christmas
Jan. 1	New Years
Jan. 2	No School: Teacher Workday
Jan. 3	Begin 3 rd Quarter/2 nd Semester
Jan. 20	No School: MLK Day/Teacher PD
Feb. 11	Parent/Teacher Conferences
Feb. 13	No School: P/T Conferences
Feb. 14	No School
Mar. 7	End 3 rd Quarter (44 days)
Mar. 10-14	No School: Spring Break
Mar. 17	Begin 4 th Quarter
Apr. 18	No School: Good Friday
May 16	Seniors' Last Day
May 18	Graduation
May 23	End 4 th Quarter (48 days)
May 23	11:00 Early Dismissal/Last Day
May 26	Memorial Day
May 28	Teacher's Last Day

