Hoover Elementary Student Handbook 2026-2027



Vision

A Future Focused Community of Learners

Mission

Preparing Students to Live and Learn with Passion and Purpose

Destination

All Students will be Career and College Ready

Hoover Elementary Faculty and Staff 2026-2027

Early Kindergarten	Patricia Fiderlein
Kindergarten	Crystal Johnson, Sarah Mahoney, Barb Wargo
1st Grade	Annabelle Luke, Makena Morehead, Kassie Bailey
2nd Grade	Allison Krall, Kristin McElhinney, Erin McFarland
3rd Grade	Amber Marsh, Angie Miller, Randy Sexton
4th Grade	Clarissa Heck, Laura Heithoff, Blake Shultice
Preschool	Joan Gredell & Kim Linn
Title I Reading	Elizabeth Solchenberger
Learning Strategies Reading & Math	Alicia Salger & Kim Linn
Special Education	Sara Kinney, Michelle Wedemeyer and Katie Merfield
English Language Learners	Devin Kaslauskas
General Music PK-4th	Allison Haack
Art	Alicia Gray
Physical Education	Trevor Johnson
Guidance Counselor	Marissa Boles
Behavior Interventionist	Michelle Trimble
Talented & Gifted	Julie Howland
Media Specialist	Jennifer Olson
TLC Instructional Coaches	Sarah Hetrick, Kristen Westpheling
Associates	Lisa Hayslett, Alyssa LeBlond, Justyce Jones, Jodi Albrecht, Jennifer Eversoll, Colleen Killen, Julie Shimon, Sara Ziehr, Sonya Banaszak, Kayla Knapp, Michelle Ritter, Becky Knoche, Brandy Vidmar, Jenny Becker, Chloe Pence, Marc Waite, Juanita Rodger
Nurse	Heidi Terzano-Borovic
Custodians	Neal Lindhorst & Paola Noche
Director of Transportation	Tammy Oaks
Secretary	Connie Laughlin
Principal	Kelly Pizana
Superintendent	Marty Jimmerson
*Psychologist/Consultant	Stephanie DuRocher
*Speech Therapist	Lindsey Volkers
*Regional Facilitator	
*Grant Wood AEA Personnel	Katie Peterson

Equity Statement

It is the policy of the West Branch Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Kelly Pizana, 148 N. Oliphant St., West Branch, Iowa 52358, 319-632-7211, kpizana@west-branch.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

General School Operational Guidelines

1. Youngsters living in West Branch and who attend Hoover should not arrive at school until 8:10 a.m.
2. Parents who pick up their children at 3:25 p.m. are asked to wait outside the building to get them.
3. Students are expected to have their day planned and the necessary materials with them so that parents do not have to be notified during the school day. If a parent calls with a message for a child, the office staff will convey the message to the student or connect the parent to the classroom phone.
4. Maintaining a safe and healthy environment is a main goal.

The Staff Members' Responsibilities

1. Model the behavior we want our students to exhibit.
2. Teach lessons and conduct class meetings that focus on social skills and conflict resolution.
3. Use effective strategies to guide students in learning both academic and social skills.
4. Communicate with parents about the strengths and needs of their children.
5. Participate in effective record keeping pertaining to student performance and behavior.

Ways Parents Can Help

1. Model the behavior you want to see your child(ren) exhibit.
2. Assist your child(ren) in getting to school on time and prepared mentally and physically to learn and allow others to learn.
3. Discuss the Operational Guidelines and Student Responsibilities with your child(ren) and review them periodically.
4. Talk with your child(ren) every day about how their day went at school.
5. If concerns or problems arise, contact school personnel and be willing to talk and help solve the problem.
6. Attend parent meetings and/or other events that support your child(ren)'s educational experience.

The Students' Responsibilities

1. Come to school each day on time and prepared physically and mentally to learn and allow others to learn.
2. Show respect at all times through words and actions to those in authority.
3. Show respect to fellow students by avoiding name calling, verbal insults, fighting and invasion of their personal space.
4. Obey reasonable requests quickly and without arguing.
5. Follow the safety rules on the playground and in the school building.
6. Leave toys and other items that do not contribute to learning at home.
7. Participate in and practice the lessons on getting along with others and solving problems peacefully.
8. Meet with parents, teachers and/or the principal to make a plan for better behavior whenever necessary.

Attendance

Absences

Iowa Code section 299.1A specifies that children between the age of six and sixteen, as of September 15, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction. The #1 indicator for student success and improvement is good and consistent attendance. We understand that absences are necessary for routine appointments such as orthodontics or mental health appointments. Because of this, both schools and parents need to work diligently together to minimize unnecessary absences as attendance at school is critical to your student's educational success.

Parents/guardians are to call the elementary office (319-643-7211) by 8:30 AM to report excused student absences. Senate File 2435 defines chronic absenteeism and truancy and outlines required intervention measures schools must take in response to absenteeism. Chronic absenteeism is defined as any absence from school for more than 10% of the grading period, or semester. All of the following absences count toward the total number of absences, regardless of whether they are excused or unexcused by a parent:

Medical: Appointment, illness
Family Excused: Vacation, car trouble, college visits, attending a school activity as a spectator

The following absences DO NOT COUNT toward the total number of absences:

In-school suspension, out-of-school suspension, field trips, participating in a school extracurricular activity, job shadow or internship arranged by the school, hospitalization, serious illness, or religious exemptions

Calculating Absences:

Percent	Days per semester
10%	9 days per semester
15%	12 days per semester
20%	18 days per semester

10% Notification: When a student has been absent for 10% of a semester, the school is required to notify the County Attorney and the parent/guardian.
15% Meeting and Plan: When a student has been absent for 15% of a semester, the school is required to notify the County Attorney; hold a school engagement meeting with student, parent, and school official; and conduct weekly check-ins.
20% Truancy and Civil Enforcement: When a student has been absent for 20% of a semester, the school is required to notify the County Attorney, who will proceed with decisions regarding civil enforcement of compulsory education laws.

Parents are encouraged to make medical/dental appointments outside of school hours. In the event that this is not possible, we ask that a parent come to the Central Office to sign their child out and then sign in upon returning to school. Students will be counted absent if they miss more than one-half school day for any reason and will be responsible for all work missed due to absences. Students missing school due to illness should not attend school activities (sport events, concerts, etc.) on the evening of the absence.

Acceptable Use Policy

All Hoover Elementary students have access to either iPads or Chromebooks on a daily basis. More information about the district 1:1 technology initiative and the district's Acceptable Use Policy can be found on the district website.

Bus Transportation

Bus District Behavior Guidelines

Director of Operations Tammy Oaks: - Bus Barn (319-643-5325)
Please review the rules with your child. Approximately 70% of our students ride the school buses so bus safety is an important factor.

Boarding the bus:

At the bus stop - stay as far off the road as you can.
Don't wait in the street. Stay away from the edge of the road.
Wait until the bus comes to a full stop.
There should be absolutely no crowding or pushing before boarding and/or exiting.
Children could be pushed into or under the bus.
When exiting and/or boarding the bus at West Branch, students at Hoover will load and unload at the old middle school.
There may be times when it is necessary to evacuate the bus because of dangerous weather conditions (tornado, severe storm). When this happens, bus students are to follow the instructions of their bus driver.

While on the bus:

Keep hands and head inside the bus at all times.
Assist in keeping the bus safe and clean at all times.
Remember loud talking and laughing may divert the driver's attention.
Treat bus equipment as valuable furniture in your home.
Damage to seats, etc., may be paid for by the offender.
Never tamper with the bus or any of its equipment.
Do not leave books, lunches, coats or other objects in the aisles.
Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
Do not throw anything out of the window.
Always remain in your seat while the bus is in motion.
Always be courteous to fellow pupils, and to the bus driver.
Keep absolutely quiet when approaching a railroad crossing stop.
The driver is responsible for controlling the bus riders. Students must obey him/her promptly and respectfully.
Squirt guns, water balloons, etc., are not allowed.

Leaving the bus:
Remain seated until the bus comes to a full stop.
Line up on the way out. Go in order. No crowding or pushing.
Watch your step. Leave orderly.
Move away from unloading zone quickly.

After leaving the bus:
Cross the road at least 10 feet in front of the bus but only after checking to make sure no traffic is approaching and after receiving a signal from the driver.
Help look after the safety and comfort of small children.
Be alert to the danger signal from the driver. (Note: prearranged signal)
If any of these guidelines are not adhered to, the following discipline will result:
1. One (1) written warning will be sent to the parents.
2. Upon committing a second offense, the student will be taken off the bus for three (3) days.
3. Upon committing a third offense, the student will be removed from the bus for a minimum of one (1) week and will be requested to attend a hearing with the Superintendent.
4. If removal from the bus would result in the student not attending school, an alternate consequence will be assigned by the principal; however, bus behavior must improve in order to maintain the privilege of riding.
5. For students with behavioral disabilities, an individual plan will be developed.
6. It is expected that prior to written warnings, or in addition to, drivers will have administered bus discipline such as assigned seats.

The following offenses will result in immediate removal from the bus and may result in a hearing with the superintendent and Board of Education Transportation Committee:
1. Possession of dangerous object
2. Possession of tobacco, alcohol or other drugs

West Branch Community School buses are equipped with video cameras. Footage from video cameras may be used to review student behavior on the buses.

Bus Transportation Information
Parents, please call the bus barn (319-643-5325) by 6:45 a.m. if your child will not be riding the bus to school in the morning. This will prevent unnecessary stopping and waiting. Also, if your child will be riding on a bus other than his/her regular bus, please send a note requesting this change. We must have parent permission to allow a child to ride home with another student. Please send two copies - one for the bus driver and one for the classroom teacher. The bus driver may refuse to transport a student without a note. A note must also be sent if a non-bus student wishes to ride home with a bus student.

Fees

School Fees
A book rental fee of $65.00 for grades K-4th is charged to each student in order to help defray some of the expenses. Also, a fine may be assessed for any extreme abuse or loss of school books, including library books.

Hot Lunch Prices: single student meal (Grades K-8)…$3.40
Single adult meal…$6.00
Breakfast…. $2.30
Extra milk…$0.70

Student Insurance
Families may also be eligible to apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. The school nurse can provide more information to interested families.

Fee Waiver
Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIB), 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 complete a Fee Waiver Application at registration or contact a building level secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually. The application is required for all student fees including activity participation fees.

Health

Accident/Emergency Information
We should have (in addition to your own phone number) a phone number of a friend or relative who will be home and whom we can contact in case of an emergency (such as an accident, illness, early dismissal, etc.) in the event you cannot be reached.

In the event school is dismissed early due to inclement weather, we will send your child where indicated on the Emergency Information Card you completed at registration.

Parents and students are asked NOT to phone the school during storm conditions except in cases of emergency.

Excuses
Should your child need to be excused from physical education, please provide a note stating the reason and when activity may resume.

If you wish your child to stay inside during recess, we must receive a note as well. However, a child who does not feel well enough to go outside is probably not feeling well enough to be at school.

Health Information
Health Information: Our school employs the services of a registered nurse and a paraprofessional health assistant. In addition to monitoring the health and safety of our school population, the nurse oversees the following programs: *Physical exams *Vision & hearing screening *Dental Exams *Immunization records *Lead Screening *Writing Individual Health Plans *Medication Administration *Medical Referrals. In the event your

child becomes ill or injured at school you will be notified. Please be sure that PowerSchool has telephone numbers to reach you at both work and home. If neither parent can be reached, the school will contact the emergency numbers listed in PowerSchool. Please keep your email and phone numbers updated in PowerSchool. If your student has a fever of 100 degrees or higher, policy requires them to remain home until they are fever free without medication for 24 hours. If your student has vomited and is complaining of abdominal pain they should be 24 hours vomit free before returning to school. If your student has a health complaint that in the nurse's judgment is of concern for the child's or other's health you will be notified and they will need to be picked up from school.

If your child's doctor has diagnosed your child with a health issue, please contact the school nurse to see if an Individual Health Plan is needed for accommodations at school.

If your child has Emergency Medicines, such as a rescue inhaler for Asthma or EpiPen for Allergies, please contact the school nurse for the appropriate paperwork. Emergency medicine should be housed in the nurse's office for safety purposes. A form can also be signed by the parent and physician stating the student is ok to carry and self-administer their inhalers.

If your child has a communicable disease (examples: COVID, Influenza, Hand Foot Mouth etc.), please notify the school nurse so we are aware that others may have been exposed. The state hygienic lab in conjunction with public health will also be in contact with the school nurse to notify of a positive communicable disease and give guidance. Should quarantine be necessary, you will be able to arrange for your child's studies to be continued during the convalescent period.

Hearing Screening

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in kindergarten, and grades 5. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented 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. Parents/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.

Vision Screening

All students entering add early kindergarten/ kindergarten and 3rd grade must turn in a vision screening form.

Human Development Curriculum

Parents can request human growth and development curriculum materials to review prior to their use in the classroom. After review if there is still concern, the parent needs to contact the principal.

Immunizations

Iowa law requires that children enrolled in school must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (German measles) and Varicella (Chicken Pox). Iowa Immunization certificates are available from the school nurse or your family physician. Parents should also ask their doctor or healthcare provider about the times their child should receive booster shots during the school years. Students entering 7th grade are required to have a Tdap vaccine for enrollment.

Lead Screening

Proof of a lead screening for each student entering kindergarten will be confirmed with the Department of Public Health. The lead screening result should be written on the physical form for entrance into kindergarten.

Medication

If your child requires medication to be given during the school day, please complete the district's Medication Release Form found on our website. Include written instructions from the doctor and parent indicating what the medication is, the amount to be given, when it is to be given, and over what time period. State law mandates that no school personnel, including the school nurse, may administer medication without these written instructions signed by both the doctor and parent. Medications are required to be in the labeled prescription bottle. No medication will be administered that is not in a labeled prescription bottle i.e. a ziplock baggie, envelope etc. There is an attached form on the appendices section of this handbook to complete when your child will need to take any medication at school.

If your child requires over the counter medication during the school day please complete the same "Medication Release Form". Please give specific instructions for dosage, time to be given and duration. It is preferred that over the counter medication such as cold or cough medication be given prior to arrival at school if it is determined that the student is healthy enough to attend school and do not have a fever.

Ibuprofen and Tylenol can be sent with a Medication Release Form for students that suffer from frequent headaches. Students are not to carry these medications with them or keep them in their locker. All medication should be kept in the lockbox in the office. These medications should also be in their original container and labeled with your child's name. There is a section in Powerschool registration to approve administration of Ibuprofen/Tylenol at school.

Lice

According to public health and the CDC, head lice can be present throughout the school year at any given school or time. Head lice is spread through head to head contact and can be picked up during any activity that their hair/head comes in contact with someone with live lice. We ask that you check your children for head lice several times per week. A thorough check takes approximately 15 minutes paying close attention to the base of the neck and above the ears. If live lice are found, please complete treatment before returning your child to school.

Nutrition

Breakfast

Children may eat breakfast before school from 7:55 to 8:15. When children arrive they should go immediately to the All-Purpose Room. The cost of breakfast for students is $2.30

Candy and Pop

Students are not allowed to bring candy to school. They are only allowed to bring gum with teacher approval or request. Pop is not allowed in school lunches or for snack.

Lunch

Students may bring their own sack lunch or enjoy the school's hot lunch. Hot lunch prices are $3.40 per student, $6.00 for adult.

All lunch money is to be given to the office associate/lunch secretary who keeps track of student accounts. Upon enrolling each student is issued a lunch card. When a student's account results in a negative balance, a note will be sent home to notify you. Students may qualify for assistance in meal prices. Please call the school office for a form to determine if your family qualifies.

Office Assistance

Cancellations

It may be necessary for school to be dismissed early or cancelled because of weather conditions or other emergencies. If this becomes necessary notice will be broadcast over radio stations KCRG, KZIA, KHAK, KDAT, KRNA & KCCK in Cedar Rapids, KXIC, KCJJ, & KKRQ and in Iowa City and television stations KGAN, KGYM and KCRG in Cedar Rapids and KWWL in Waterloo. Faculty, parents and students are asked to check the district website www.west-branch.k12.ia.us for alerts. The district also uses an automated system to notify parents/guardians of school cancellations or postponements which is updated through PowerSchool. It is the responsibility of the parent to keep the school updated with current contact numbers. If a parent wishes to receive text alerts, they will need to have their cell phone numbers in PowerSchool as well as text JOIN to 56360.

Please do not call the school office or bus barn to see if school is cancelled or dismissing early.

Change of Address

Please let us know if a change of address, name, telephone number, work number, or change of emergency contact person changes anytime during the year.

Friday Folders

We want to let you know how your child has been spending his or her school day and we want to hear from you as well. Each Friday, your child will be bringing home a Friday Folder. In it you'll find school papers and important notices. Please review the contents with your child and send it back to school. Feel free to include any messages when you return your folder. The school also sends a digital newsletter called the Hoover Herald every other week to families.

Leaving School

Students will not be allowed to leave the school during school hours unless accompanied by a parent or legal guardian. Should someone other than a parent or legal guardian be accompanying your child, please notify the school office. All students must sign out at the office when leaving early or arriving late for school.

Lost & Found

The Lost & Found is located in the upper level by the elevator. Children are encouraged to check it often. It is helpful to mark all articles of clothing with your child's name. Also, valuables and money should be left at home as the school is not responsible for theft or damage to personal property.

School Records

Parents or guardians of minor students have the right to access information about their children in school record keeping systems by contacting the building principal. Minor students have the same right, however, the building principal may request that their parents or guardians accompany them when accessing information.

The following persons, agencies and organizations may have restricted access to students' records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legal issued subpoena.

A. School officials, teachers and AEA personnel with a legitimate educational interest
B. Officials of other schools in which the student proposes to enroll
C. Representatives of state and local government when auditing and evaluating Federal education programs
D. Officials connected with a student's educational financial aid applications
E. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974
F. Organizations, which process and evaluate standardized tests
G. Accrediting organization for accrediting purposes
H. Parents of dependent children, regardless of child's age
I. Appropriate parties in a health or safety emergency

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family; name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information. To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Student data may be released to official education and other government agencies for use in surveys, questionnaires and study proposals only if the names and all identifying markings are removed to prevent identification of individuals.

Parents, or students 18 years of age or older, shall have an opportunity to review the contents of the student's school records upon request in order to provide the opportunity for the correction or deletion of inaccurate, misleading or otherwise inappropriate data contained in the records.

Any person wishing to challenge the content of a student's records shall make a written application to the appropriate building principal. Within 10 days, or at a time mutually agreed to, an informal meeting shall be held to discuss the facts and merits of the challenge. The building principal shall render a written decision about the challenge as soon as possible, but in no case more than five school days after the meeting.

Should the person challenging the records be dissatisfied with the decision of the building principal, he/she may request a meeting with the superintendent of schools within 10 days after receipt of the principal's decision. This meeting will be scheduled at a mutually agreed upon time. The superintendent and the person challenging the record will review all facts of the case. The superintendent shall sustain, modify or overrule the decisions of the principal, in writing, within five school days after the meeting.

Transfer of Educational Records

The school will forward a student's educational records on request by the receiving school in which a student seeks or intends to enroll. It is no longer necessary for the sending school to have a request that has been authorized by the parents or guardian in writing.

Visitors

All visitors should enter the building at our North Hoover/Central Office entrance and sign in at the office. We ask that in all cases possible, you notify your child's classroom teacher prior to planned visits. Once in the building, please stop by the office to let us know you're here, and indicate if you'll be staying for lunch. During the school year we also plan a special day for students to invite grandparents or "grand friends" to spend part of the day at school.

Organizations

Parent-Teacher Organization (PTO)

The Parent-Teacher Organization sponsors programs and projects. Membership includes parents of children in grades Preschool-4 along with teachers in the district. Meetings are held several times during the school year and will be announced in our school newsletter and the West Branch PTO Facebook page.

Parent Lighthouse Committee (Leader in Me)

Families are an incredible part of the magic of The Leader in Me. They form the connection between school and home. To better support the family connection, we have formed a parent action team called Parent Lighthouse. This group helps make family connections more effective by offering best practices and suggestions from the family perspective.

Preschool Information

Preschool

The Hoover Preschool is a half day program (no Wednesdays) that provides learning opportunities for children who are at least four years old by September 15 of the current school year. Language and social development are the primary goals of the program. This program is funded by the State of Iowa Voluntary Preschool per pupil dollars. These funds allow qualifying children to attend free of charge.

Policy & Rules

CHILD ABUSE

Abuse Investigation Procedures

It is the policy of the West Branch Community School District that school employees shall not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the West Branch Community Schools District to respond promptly to allegations of abuse by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The West Branch Community School District has appointed a level-one investigator and alternate investigators and has arranged for a trained, experienced professional to serve as the level-two investigator. The investigators are:

Level-One Investigator – Iowa Department of Health and Human Services: 1-800-362-2178

Level-Two Investigator – West Branch Police Chief 319-643-2222

Bicycles

Children in grades 3-4 are permitted to ride bicycles. Children in kindergarten through second grade are discouraged for safety reasons, from riding bicycles to school unless riding with an adult. It is recommended that parents provide a lock for their child's bicycle.

Birthdays & Snacks

As part of our district wellness policy, parents will be provided a list of healthy snack options approved by the district at the beginning of each school year. Children may bring a snack meeting the district guidelines or a small non-food item to share with the class on his/her birthday. Students with summer birthdays may bring a treat on their half-birthdays or another time they schedule with the teacher. Parents are asked to please be sensitive to children's feelings and not send party invitations or presents to school.

Cell Phones & Smart Watches

Cell phones should not be used during school hours and are not allowed in classrooms, bathrooms, locker rooms, recess/playground or hallways during school hours. Phones should be silenced (even in lockers) during the school day so as not to interrupt instruction.

Cell phones with cameras and other personal electronic devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of personal electronic devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

If the classroom teacher/supervisor sees a phone in a student's possession, he/she will ask the student to place the phone in a designated bin in the classroom and will notify the office. Office staff will then collect the phone and store it in the office until the end of the day.

First Offense: Student may pickup their phone at the end of the day.
Second Offense: Parent must pickup the phone.
Third Offense: Parent and student are required to meet with the administration to create an individualized plan.

Cell phones with cameras and other personal electronic devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of personal electronic devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

Clothing

To maintain a proper learning environment, clothing should be neat, clean and appropriate. Students may not wear clothing promoting tobacco or alcohol or judged to be in bad taste. Any concerns will be handled on an individual basis.

Athletic shoes are needed to participate in physical education. In wet, muddy or snowy weather, children are asked to wear proper shoes, boots, hats, gloves/mittens, and jackets for these conditions. Students are welcome to wear hats to school, but they must be removed at all times when the students are in the building.

For safety reasons, students are prohibited from wearing flip flops at Hoover Elementary School.

Damaging School Property

The student may be responsible for repairing or paying for the repair of all school property or employee property damaged willfully or through neglect. This includes library books. When damage is extensive enough in the judgment of the elementary school principal or superintendent charges will be filed with local law enforcement.

Discipline

Students learn best in an atmosphere where they feel comfortable and know they are safe. To create a school with this environment requires all of us to treat each other with respect. Students are expected to be courteous to other students and to adults. Aggressive behavior, inappropriate language, disrespectful actions and words are not tolerated.

As children grow and develop they are held more and more accountable for their actions. Therefore, the consequences differ at grade levels. But, at all grade levels we want to work with parents to encourage responsible actions by students. Parents and their child will be notified on the first and second offense of aggressive behavior, inappropriate language and/or disrespectful actions. Parents will be asked to come to a meeting on the third offense. The child will be asked to attend a session where appropriate behaviors will be discussed, modeled and practiced. Students are expected to respect school property also. Students may be asked to pay for damage to school property that was caused other than accidentally. Students may also be asked to pay for books unnecessarily damaged or lost.

Links To District Behavior Definitions Matrix And Progressive Discipline Policies

WBCSD Behavior Definitions Matrix
WBCSD Progressive Discipline Policy 502.14 and 502.14R1

Drills: Fire, Tornado and Other Emergencies

Pupils and teachers have been instructed as to the safest places in the building for protection from tornadoes. Periodic drills are conducted so that students will know what is expected in fire, tornados, or other emergencies.

A tornado alarm is announced via the school intercom system or by sounding air horns throughout the building. The fire alarm is a continuous ring, but often is just an announcement that a drill is starting. Our school follows the prescribed fire drill and

tornado drill regulations. A minimum of two fire drills and two tornado drills are held each semester.

Each building has a comprehensive crisis management plan for circumstances of unusual origin (weather, fire, acts of violence). These crisis plans are periodically reviewed and updated. Plans are specific to each building. Taking into account the building's location and floor plan, evacuation procedures are developed to protect students and staff from harm. Detailed crisis plans are not publicized to ensure the probability of success.
A district-level Crisis Communication Plan that is the same for each school is in place. If a crisis situation occurs, tune in to the stations listed in "Cancellations". This is our source of immediate communication to parents. We will communicate details of the situation and give continuous updates to keep you informed. Our Bear Connect phone notification system may also be used. Telephone calls to the school building slow down the notification and communication with emergency personnel by school officials. If necessary, we will set up a telephone hotline and broadcast the number to you.

Equal Education Opportunity Policy

It is the policy of the West Branch Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, David Hlas, 148 North Oliphant St., West Branch, IA 52358, 319-643-7213. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Field Trips

Field trips shall be carefully planned to supplement the instruction by using resources that cannot be brought into the classroom.
A permission form is to be signed by parent/guardian prior to an educational trip. Parents will have the opportunity to sign once a year for all local trips (at registration). All educational trips begin and end on school property.

Harassment and Bullying Policy

The West Branch Community School District is committed to providing all students with a safe and civil school The West Branch Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

The West Branch Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying 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 or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions
For the purposes of this policy, the defined words shall have the following meaning:
"Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means.
"Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
"Harassment" and "bullying" mean any repeated or potentially repeated 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:

1. Places the individual in reasonable fear of harm to the individual's person or property.
2. Has a substantial detrimental effect on the individual's physical or mental health.
3. Has the effect of substantially interfering with the individual's academic or career performance.
4. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual" 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.

"Volunteer" means an individual who has regular, significant contact with students.
Publication of Policy

Filing a Complaint
An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at www.west-branch.k12.ia.us/anti-bullying-anti-harassment-forms. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation
The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

Interviews with the Complainant and the individual named in the complaint ("Respondent")
A request for the Complainant to provide a written statement regarding the nature of the complaint;

A request for the Respondent to provide a written statement;

Interviews with witnesses identified during the course of the investigation;

A request for witnesses identified during the course of the investigation to provide a written statement; and Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision
The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including,

termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Concerns can be reported to the:

Elementary Office	Middle School Office	High School Office
Kelly Pizana, Principal	Brian Walthart, Principal	Sara Oswald, Principal
148 N. Oliphant St.	900 W. Main St.	900 W. Main St.
W. Branch, IA 52358	W. Branch, IA 52358	W. Branch, IA 52358
(319) 643-7211	(319) 643-5324	(319) 643-7216

See appendix for harassment complaint form and appropriate steps.

Homeless Information

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or, who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. The McKinney-Vento Homeless Education Assistant Acts provides rights to children and families in these situations.

If you are aware that a student may be in a homeless situation or need assistance for your own family, please contact Jamie Johnson, the West Branch Schools Homeless Liaison at 319-643-5324 or jjohnson@west-branch.k12.ia.us. Resources and information is also available through the State of Iowa's Homeless Coordinator is Sandra Johnson, Department of Education, Des Moines, Iowa 50319 Work: 515-281-3965

Library

Books may be checked out for two weeks at a time. Renewal of item(s) checked out from the library is encouraged and can be done by bringing the item(s) to the library. Students are financially liable for lost or damaged books.

Multi-tiered System of Supports

Our school implements a Multi-tiered System of Supports. This process is designed to review effectiveness of core instruction, provide supplemental and intensive support for students performing below proficiency in the areas of math, reading and language arts. This process also addresses the needs of those students exceeding performance expectations and may need extension or acceleration. More information about these procedures can be received from the principal or guidance counselor by contacting the elementary office.

Kindergarten

To enroll in kindergarten, a student must have reached the age of five on or before September 15 in the current school year.

Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Leader in Me

The Leader in Me is a school-wide transformational model based on Stephen Covey's 7 Habits of Highly Effective People. The intent of the work is to improve all aspects of student and staff climate, performance, relationships and perspective.

Out of School Suspension

Out of school suspension may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the general welfare of the school and its students.

Out of school suspension is imposed only after a contact with parents of the child in which the need for suspension has been discussed. All out of school suspensions shall be reported to the superintendent.

On the basis of the Board of Education policy, out of school suspension may be made for the following reasons:

- Carrying or using weapons
- Willfully defacing or damaging school property
- Profanity or vulgarity
- Commission of serious acts of defiance against a teacher, either in actions or words
- Willful disobedience
- Harming of other children
- Use of tobacco
- Excessive absences and tardies
- Possession or use of alcohol or illegal drugs on school premises or at school activities

Pets

If you and your child would like to have a special pet or animal visit the school, we require prior approval and scheduling with the classroom teacher. Animals must be kept in a proper cage or retainer or restrained in such a way that they cannot harm anyone. Pets may not be transported to and from school on the bus.

Playground

Our playground has wonderful equipment, which is supervised for recess times. We welcome any parent volunteer to help supervise. The school playground is not supervised after school is dismissed and before 8 AM. Students are asked to go home and return only with parent permission.

Promotion and Retention

As soon as the teacher considers retaining a child he/she will set up a meeting with all the parties involved in making the decision. The teacher should have given notification to the parties early in the second semester.

Reporting Periods

There are four reporting periods to inform you of your child's progress. A report card will be sent home in the second and fourth quarter. Teacher conferences are held at the end of the first and third quarter.

At Hoover Elementary, we are committed to ensuring that all students achieve mastery of the learning standards. To this end, we have adopted a Standards Based Grading (SBG) system. This system is designed to provide clear and specific feedback on student progress toward meeting the established learning standards.

Key Principles of Standards Based Grading:

1. **Focus on Mastery:** Our grading system emphasizes students' mastery of specific skills and knowledge as outlined in the learning standards. Grades reflect what students know and can do in relation to these standards.
2. **Ongoing Assessment:** Students will be assessed through a variety of methods, including formative assessments, summative assessments, projects, and other performance tasks. These assessments are designed to provide multiple opportunities for students to demonstrate their understanding.
3. **No Incompletes ("I") for Incomplete Work:** Instead of assigning an "I" for incomplete work, students will be given additional opportunities to meet the learning standards. This approach ensures that all students have the support they need to achieve proficiency.

Implementation Details:

- **Feedback and Reporting:** Teachers will provide timely and specific feedback to students on their progress toward meeting the learning standards. Progress Reports will reflect students' current level of mastery, rather than a cumulative grade.
- **Multiple Opportunities:** Students who do not demonstrate proficiency on an initial assessment will be given additional opportunities to show their understanding. This may include re-teaching, additional practice, or alternative assessments.
- **Support for All Learners:** We recognize that students learn at different paces and in different ways. Our SBG system is designed to be flexible and responsive to individual student needs, ensuring that every student has the opportunity to succeed.
- **Clear Communication:** Teachers, students, and parents will receive clear and consistent communication about the learning standards and the criteria for mastery. Regular updates on student progress will be provided to keep everyone informed and engaged in the learning process.

Progress Report Performance Scales
Standards Based Grades look different than those traditionally seen on a report card. Progress Reports will use the following designations to communicate where students currently perform in each standard area.

- S = Secure
- D = Developing
- B = Beginning
- NA = Not assessed
- 3 = consistently demonstrates
- 2 = Occasionally Demonstrates
- 1 = Rarely Demonstrates
- 0 = Never Demonstrates

School Activities
Elementary students are encouraged to attend the many high school sporting events, plays, and concerts. However, proper behavior will be expected as they are there to watch the event and not to play with their friends.

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

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

If a parent would like to receive information regarding their child's teacher, they may contact the Central Office.

Toys
Students are not allowed to bring Pokemon or other trading cards to school. They are also asked to leave their valuable items at home. The school cannot assume responsibility for personal property that is lost, stolen, or damaged. Expensive toys and electronic equipment are not appropriate to bring to school. Sharing such items is difficult as is protecting them from damage. The school reserves the right to confiscate any items that may be distracting from the learning environment. Skateboards, roller skates, roller blades, hard balls and any type of weapon (even play ones) are too dangerous for a school setting where many children are playing. Students may only wear "heelys" shoes at school if they are not using the wheel feature. They will be required to wear other shoes if they cannot comply with that rule.

Weapons
Parents have a right to expect that the school and the activities to which they send their children are safe. Schools and patrons cannot be safe if a student brings, possesses or

uses an instrument as a dangerous weapon. Thus, any student who brings, possesses, buys, sells, uses or threatens to use a dangerous weapon shall be guilty of misconduct and subject to discipline up to and including expulsion.

Dangerous weapons therefore include, but are not limited to: clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, BB guns, bow and arrows, toy guns or look-alike guns used or displayed as real guns, unloaded guns and bullets.

Parents/guardians of a student found to bring or possess an unauthorized dangerous weapon or any instrument used as a weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to the police, and the student will be subject to disciplinary action.

Any student who brings a firearm to school or who possesses a firearm shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The above is part of Board Policy 502.9. For additional information please read the entire policy.

Schedule

8:10 a.m. School open to students
8:20 a.m. Classes begin
11:10 - 11:35 p.m. 4th grade lunch
11:30 - 11:55 a.m. 3rd grade lunch
11:45 - 12:10 a.m. Kindergarten lunch
12:00 - 12:25 p.m. 1st grade lunch
12:15 - 12:45 a.m. 2nd grade lunch
12:25 - 12:50 p.m. Early Kindergarten lunch
3:20 p.m. Dismissal of car riders
3:25 p.m. Dismissal of bus riders

Special Needs Students

At Hoover Elementary we view all children as learners with individual needs and abilities. Some children require services outside of the regular curriculum and those are provided on an “as-needed” basis. These programs are provided by the Title I and Reading/Math support teachers, guidance counselor, special education teachers, school psychologist, speech and language pathologist, school social worker, school nurse, and the principal. Parents are always notified when any special programming is suggested for their child and are an important part of all decision making.

Playground Rules:

- Adults and students respect the decisions made by all supervising personnel on the playground.
- Students stay within the playground areas at all times.
- Students remain outside unless given permission by an adult to enter the building.
- Students use equipment as it was designed to be used (i.e. slide on the slide in a sitting position, jump ropes are to be used only for jumping, climbing equipment should be climbed on-not on top of).
- Students participate in games and activities without pushing, pulling, or tackling others.
- Tackle football is not allowed.
- Riding on backs is not allowed.
- Students will not throw sand, sticks or snow.
- Only appropriate language is acceptable at school.
- Skateboards and skates are not allowed on the playground or at school from 8:00 a.m.-4:00 p.m.
- Food is to be eaten only in the lunchroom.
- Leftover lunches and lunch boxes may be placed in the hopper when outside.
- Games involving balls should be played a safe distance from the building.
- Four square is the only game, involving balls, to be played near the buildings.
- Students are expected to stay out of the mud.
- After warning a student twice about disruptive behavior on the playground, the supervisor on duty will report the child's name to the student's teacher. Teachers will follow their established classroom consequence when an associate reports a student to them.
- Students are expected to play in snow according to winter rules

WINTER PLAYGROUND RULES

1. Recess will only take place outside if the temperature and the wind chill are 10˚ or warmer.
2. Coats are required for all students during the winter. A sweatshirt does not serve in place of a coat. If students come to school without a coat, they need to borrow from the lost & found.
3. When the ground is covered with snow, students without snow boots are required to stay on the cement/blacktop or tile areas.
4. Students are required to wear snow gear (boots, snow pants, mittens/gloves, hats) to play in the snow or sled.
5. Students are not allowed to roll or slide down the “big hill” on the main playground. There is no head first sliding allowed on any area of the playground at any time.
6. Students are allowed to sled on hills only if given permission and supervised by the school personnel on duty at that specific recess. Students are allowed to bring plastic sleds from home but can only use them when authorized by an adult. Sledding is not allowed before school at any time. There is no head first sledding at any time.
7. No throwing snow or ice.
8. No sliding on ice.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION OR SPECIAL HEALTH SERVICES TO STUDENTS

_____ _____/_____/_____
Student's Name (Last), (First) (Middle) Birthday

_____ _____/_____/_____
School Date

School medications and special health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer prescription medication and/or provide special health services listed. Electronic signatures meet the requirement of written signatures.
- The prescribed medication is in the original, labeled container as dispensed.
- The prescription medication label contains the student's name, name of the medication, the medication dosage, time(s) to administer, route to administer, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

_____ _____ _____ _____
Prescribed Medication Dosage Route Time at School

Special Health Services and instructions, in indicated:

_____
_____
_____

_____/_____/_____
Discontinue/Re-Evaluate/Follow-up Date for Prescribed Medication or Special Health Services listed

_____ _____/_____/_____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

_____ _____/_____/_____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian address Home phone

HARASSMENT COMPLAINT FORM

My name is: _____

I am a West Branch student in the _____ grade.

Today's date is: _____.

The person(s) I would like to complain about is (are):

Name(s): _____, _____, _____

Grade(s): _____, _____, _____

Position(s): _____, _____, _____

On which date did the problem occur? _____

What time of day?
_____

Where did the problem occur? In a classroom? On the playground? In the hall? In the lunchroom?

_____

_____

Please describe what happened:

_____

* Additional comments may be attached.

Who else saw what happened?

_____

Do you have any evidence of the harassment? Letters? Photos? … (attach evidence if possible)

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____
Please give this form to your principal, school counselor, or secretary. The principal or school counselor will meet with you to discuss the problem. Additional forms are available in the office.