



Colo-NESCO Elementary  
Parent-Student Handbook  
PK-4  
2023-2024

## Colo-NESCO Community School District

### Colo-NESCO Administrators

Marc Snavely	Superintendent
Brandon Kelley	Secondary Principal
Marc Snavely	Elementary Principal
Sherri Ruzek	Business Manager
Rita Foley	Human Resource Manager/Board Secretary
Travis Owens	Activities Director
Mike Boeve	K-12 Dean of Students
Ken Leighty	Transportation Director
Sheryl Gilmore	Food Service Director
Beth Heller	Director of School Improvement
Brett Fricke	Director of Technology

## TO THE PARENTS AND STUDENTS

This student handbook is intended to help acquaint families with our elementary program. We hope that each family will take the time to go over the information. This handbook however is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact the school with any specific questions or other concerns regarding the material in this handbook.

### **STUDENT ABSENCE AND ATTENDANCE**

**Reporting an illness-**If your child has to stay home because of an illness (or has to be absent for any reason), please call the CN Elementary School (641) 487-7411 before 9 A.M. If you call before 8:00 A.M., you may leave a voice message, indicating your child's name, grade, and reason why he / she is absent. A signed note sent with a sibling will also be adequate. If you have not called by 9:00 A.M., the secretary will call the parent/guardian either at work or home.

**Unexcused absences-**Absences from school for the following reasons will generally be treated as unexcused: shopping trips, missed bus, and oversleeping. **The school determines whether an absence is excused or unexcused.**

**Vacation during the school year-**Although we discourage taking your child out of school for vacation purposes, we do recognize circumstances may arise where an absence is unavoidable. In such instances, please take the time to discuss the situation with the classroom teacher to make arrangements for completion of classroom assignments missed while your child will be away.

**Absences during the school day-**Students who need to leave during the school day must receive permission from the office and have a note signed by the student's parent(s), have their parent(s) telephone the office, or have their parent(s) pick them up. Students who return to class or arrive after the school day has begun should have their parent(s) stop in the office to notify the secretary

that the child is now in school. Students are not released to anyone other than their parent(s) during the school day unless the office has a note signed by the student's parent(s).

Students leaving school during the morning session after (10:00 A.M.) or the afternoon session before (1:45 P.M.) will be counted absent for a half day for that session.

#### **ADDRESS / TELEPHONE CHANGE**

If you move to a new location within the district, change your phone number, or emergency contact people, you will need to inform the school as soon as possible. It is extremely important that our records are up-to-date so that we will be able to contact you in case of an emergency.

If you move from the district, please notify your respective elementary school office so proper arrangements can be made for smooth transition to your new school system.

#### **ADMISSION / ENTRANCE REQUIREMENTS**

To enroll a student in kindergarten, your child must be at least 5 years of age on or before September 15<sup>th</sup> of the year in which you wish to enroll your child. It will be within the discretion of the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a complete health and immunization certificate. Such certificates may be obtained from the school office.

#### **ANIMALS BROUGHT TO SCHOOL**

Students who wish to bring a pet to school to visit must receive prior approval from the classroom teacher and make arrangements for an appropriate time. It is expected that someone bring the animal at a specific time and take it back home as soon as it has been shared with the class.

Patrons of the district are also advised to take notice that dogs and/or cats on the school grounds are considered a public nuisance and pose a potential threat to the children who may be using the grounds during the school day. City officials will be notified and asked to pick up any stray animals on the grounds.

#### **ARRIVAL AND DISMISSAL TIMES**

**DO NOT SEND YOUR CHILD TO SCHOOL PRIOR TO REGULAR SCHOOL HOURS. STUDENTS ARE EXPECTED TO LEAVE IMMEDIATELY AFTER DISMISSAL.**

**Starting with the 2022-2023 School Year, parents/guardians will no longer be able to walk their child/children to class. With the new addition opening in Zearing, there will be a secure entrance. Parents may walk their children up to the entrance, but they will not be allowed to go beyond the office. If parents/guardians come to school for a visit, lunch, or to help out with something in the classroom, there needs to be prior approval by the classroom teacher. Then the parent/guardian would need to check-in upon arrival and check-out upon departure. This is a new rule that has been put in place to keep students and staff members safe.**

Colo-NESCO Elementary School starts at 8:30 A.M. and dismisses at 3:30 P.M. Students who eat breakfast may go in at 8:00 A.M. and go to the cafeteria. Playground/Gym supervision starts at 7:45 A.M. Students are considered tardy after 8:40 AM.

In order to ensure that your child will arrive at the correct destination after school, your child **must** have a note from the parent indicating any different instructions. This includes any clubs, practices, or special activities. Students who do not have a note will be sent to their normal after school destination.

### **INCLEMENT WEATHER**

In case of inclement weather, all students will be permitted to enter the school building cafeteria at 7:45 A.M. when a staff member comes on duty for the day.

### **BIRTHDAY / PARTY INVITATIONS**

Birthday party or other types of invitations should **not** be sent or passed out at the school even if the whole class is invited. In addition, sending **your child deliveries such as balloons, flowers, etc. to school is not allowed.**

### **CANDY AND GUM**

There will be NO gum or candy consumed during the school day unless it is part of an occupational therapy program, behavior plan, birthday, or party treats.

### **CELL PHONES**

Students must have parent permission to have a cell phone at school. If a cell phone is brought to school without permission, it will be confiscated and given to the office. Parent must pick up the cell phone from the office. If the student has permission, it will be kept off and in the locker.

### **CHILD CUSTODY**

In most cases, when parents are divorced, both father and mother continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

### **CLOTHING**

Proper clothing is important for comfort and play activities. Weather reports and predictions are helpful in determining appropriate clothing. With this in mind, please send students to school dressed appropriately for the weather. Students are not permitted to go barefoot or in stocking feet because of health and safety reasons. All students participate in physical education classes and must have some type of non-scuffing tennis shoes.

Any student wearing inappropriate clothing may be asked to change, turn inside out, or entirely remove, if possible, the inappropriate article of clothing. If this is not possible, or a student refuses to

do so, the student's parents will be contacted. Vulgarity in print will not be tolerated. Clothing advertising alcohol, illegal drugs, or not appropriately covering a child's body may not be worn. Students are not to wear caps in the building.

### **EMERGENCY CONTACT NUMBERS**

Current working emergency phone numbers are a necessity for the safety of your child. Emergency contact people should be within a 30-mile radius from the school your child attends and be available to pick up your child from school if necessary.

### **FIELD TRIPS**

Participating in our field trips and site visits is a privilege. Students may be denied participation in our field trips and site visits if their behavior is not appropriate or their presence presents a safety risk to other students. There may be other occasions as well when a teacher may decide that it would not be appropriate for a child to join his/her class on a field trip or site visit.

Parents must provide written permission for students to attend field trips.

### **HEALTH INFORMATION**

In order to prevent the spread of illness, parents should use their good judgment in keeping sick children home from school. If your child has had a fever, vomited, or had diarrhea the night before a school day, please do not send them to school the next day. Please inform the school if your child is diagnosed with an infectious disease such as chicken pox, strep throat, hepatitis, meningitis, etc. The school nurse may send home a special note if the condition warrants. All children go out for recess.

### **HEARING SCREENINGS**

Hearing screenings are periodically provided. Parents will be notified about the results of these screenings only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.

### **OUTDOOR RECESS**

**Generally, if your child is too sick to go out for recess, they are too sick to be school.**

### **MEDICATION AT SCHOOL**

All medication needs to go through the school nurse and cannot be kept in lockers.

### **ISOLATION PERIODS**

Any child who has mumps, chicken pox, German measles, or measles must remain at home the required number of days. Listed below is the minimum length of isolation for each disease.

Chicken Pox:	7 days from onset or until all pox are crusted over.
German measles:	5 days from onset.

Measles:	9 days from onset.
Mumps:	9 days or until swelling is gone.

A special notice is sent home in case of exposure to a communicable disease. Students having such diseases as infectious hepatitis, diphtheria, poliomyelitis, meningitis, scarlet fever, or small pox, need a note signed by a doctor before they can be readmitted to school.

If you detect head lice on your child, please contact the school so that other parents can be notified even if your child has been treated. If head lice are detected at school, parents will be notified immediately.

### **IMMUNIZATION REQUIREMENTS**

All students attending school must comply with the immunization laws of the State of Iowa. A record of immunization must be on file with the school **before** a child is permitted to attend school. Contact the school nurse if you have questions.

### **KEEPING STUDENTS AFTER SCHOOL**

Occasionally it is necessary to keep a student after school for a student-teacher conference or to complete an assignment. If your child needs to stay after school, your child's teacher will contact you regarding the need to stay after school so that proper arrangements can be made.

### **LOST AND FOUND**

Articles that are found will be taken to the school office. If you have lost something, please check the lost and found area in your child's building. Articles not claimed will be used by the school nurse or given to a charitable organization.

### **LUNCH AND BREAKFAST**

#### **Reduced and Free Lunches / Breakfasts**

Those wishing to apply for free or reduced lunches and breakfasts must complete the appropriate form which appears in the summer newsletter or may be obtained from the respective elementary school office. Processing of these forms takes approximately 10 days before final approval can be made. You may request application forms at any time during the school year should your economic status change. Also, if your income level should change in such a way that you are no longer eligible, please inform the school office of this change. Families who receive free and reduced lunches / breakfasts at the end of the school year must reapply to be eligible for the new school year. To insure confidentiality for the students, all free and reduced lunches and breakfast tickets look the same as regular priced tickets and names of persons on this program are handled in the most confidential manner.

#### **Lunchroom Policies**

To promote healthy choices, pop is not allowed. Adult visitors are welcome to eat with their children in the lunchroom. When planning to eat lunch with your child, you must notify the school at least a

day in advance prior to your visit and indicate whether you will bring a sack lunch from home or eating the school lunch. Commercial or fast food lunches should not be brought.

### **MONEY**

It is recommended that students **not** bring money to school. If there is a need, please give the money to the teacher for safekeeping.

### **OFFICE HOURS**

Offices in all buildings are open from 8:00 A.M. to 4:00 P.M. each day school is in session.

### **PHOTOGRAPHS**

The elementary schools will be taking its annual pictures during the fall semester. A notice will be sent home indicating the day and cost of the pictures. All students will have their picture taken even if the parent chooses not to purchase a photo package.

### **REPORT CARDS AND CONFERENCES**

Report cards are completed each 9-weeks, and the grades reflect the academic progress during each of these periods. These reports are sent home with the student at the end of each quarter.

Parent-teacher conferences are scheduled at the end of the first quarter and midway through the third quarter of the school year for the purpose of discussing your child's progress and performance.

Please call and request a conference anytime other than these two conference periods if you or your child has any questions or concerns. Early inquiries often prevent minor incidents from becoming a major problem, eliminate misunderstandings, and establish a relationship that is beneficial to all.

### **TOYS**

CD players, DS's, remote-controlled cars and other personal toys should remain at home and NOT brought to school. If a student would happen to bring a toy to school, and if the toy is discovered by school staff, it may be placed in the principal's office for safekeeping and sent home with the child at the end of the day. However, the school will be in no way responsible for the ongoing safekeeping of a student's toy and shall not be liable if a toy brought to school is lost or stolen.

*It is the policy of the Colo-NESCO Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District Equity Coordinator Beth Heller, 919 West Street, Colo, IA 50056, 641-377-2284 or by email at [bheller@colo-nesco.k12.ia.us](mailto:bheller@colo-nesco.k12.ia.us).*

**Contact Information:**

If at any time, you have questions or concerns, please contact the Colo-NESCO Elementary School Office at 641-487-7414.

Marc Snavely  
Superintendent/Elementary Principal