WOODWARD-GRANGER

EARLY LEARNING CENTER & ELEMENTARY
STUDENT/PARENT HANDBOOK
2026-2027



Early Learning Center
2200 State Street
Granger, IA 50109
Phone: (515) 999-8058
Fax: (515) 462-0951

Elementary
2002 Oak Street
Granger, IA 50109
Phone: (515) 999-2357
Fax: (515) 462-0951

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Dear Students and Families,

Welcome to Woodward-Granger for the 2026-2027 school year. Our staff is committed to making this year an exceptional experience for our students and families.

The staff at Woodward-Granger Early Learning Center and Elementary is dedicated to providing students with a rich educational curriculum, and a wide variety of experiences.

We believe that our families play a vital role as our partners in their child's education. A positive outlook and excitement for learning contributes to their overall success now and in the future. We support the Positive Behavior Interventions and Support (PBIS) expectations called the **Hawk 3** *(Safety, Responsibility and Respect).* Encouragement and teaching of the Hawk 3 expectations allows all students a great environment for social and academic learning.

We are confident that students will attain personal goals through a combination of innovation, dedication, positive attitude and perseverance.

Please review this handbook for the information and policies that support our efforts in creating and maintaining a quality-learning environment for our students.

We are excited to be working with you for your child's 2026-2027 school year.

Sincerely,

Mr. Matt Brummond
Elementary Principal

Mrs. Lindie Truitt
Early Learning Center Principal

FORWARD

This student handbook has been prepared for students and parents so that they may become better acquainted with the Woodward-Granger Early Learning Center and Elementary educational programs. The rules and regulations set forth in this handbook are neither a substitute for Iowa or U.S. law, nor are they restrictive about the discretion of the W-G Board of Education and Administration.

JURISDICTIONAL STATEMENT

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity, with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, obscene gestures or language.

This handbook, school district policies, and rules and regulations are in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies and rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies and rules and regulations. Students who fail to abide by the school district's policies and rules and regulations, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies and rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies and rules and regulations of the school district.



SCHOOL SONG

Woodward-Granger, Woodward-Granger
Fighting for her fame
Take the ball right down the field
A touchdown every time!
Rah! Rah! Rah!
Woodward-Granger, Woodward-Granger
Fighting for her fame
Fight, boys, let's fight, fight, fight
To win this game!
Go! Fight! Win!

SCHOOL COLORS

Hunter Green
&
Vegas Gold

WOODWARD-GRANGER EARLY LEARNING CENTER STAFF

OFFICE STAFF

Lindie Truitt	Principal
Shawna Fink	Secretary
Ashley Smith	School Nurse
Ashley Lubbert	Health Associate

TEACHING STAFF

Amanda Masker	Preschool
Theresa Hotchkiss	Preschool
Chelsea Cook	Preschool
Kate Nuss	Preschool
Erika Leuenberger	Transitional Kindergarten
Laura Hayes	Kindergarten
Grace Palmer	Kindergarten
Hannah Welch	Kindergarten
Gail Johnson	Kindergarten
Natalie Adams	1st Grade
Katelyn McLaughlin	1st Grade
Amber Embrock	1st Grade
Nichole Reiter	1st Grade
Amber Birkett	Special Education
Logan Rice	Special Education
Hannah Carlson	Instructional Coach
Jamie Peterson	Technology Infusionist/ Data Coach
Kaitlin Danner	Instructional Interventionist
Tiffany Bridgewater	ELL Teacher
Samantha Volz	ELP Teacher
Nicole Geerdes	Music Teacher
Troy Birt	PE Teacher
Betsy Knapp	Art Teacher
Corinn Matheson	Librarian
Kylie Harmon	School Counselor

ELC ASSOCIATES

Nicholle Carlson
Jodi Drake
Nicole Epley
Ashley Knuth
Sherri Geneser
Kim Hansen
Deana Heck
Kendra Husmann
Joanie Stevens
Ashley Walker
Danie Chock
Alauna Sellers
Lili Newland

Kyle Schultz	Day Custodian
Adam Nelson	Night Custodian

WOODWARD-GRANGER ELEMENTARY STAFF

OFFICE STAFF

Matt Brummond	Principal
Brooke Crooks	Secretary
Ashley Smith	School Nurse

TEACHING STAFF

Matt Baker	2nd Grade
Kim Nerem	2nd Grade
Emily Pins	2nd Grade
Deana Smith	2nd Grade
Aubrie Cook	3rd Grade
Amanda Gutierrez	3rd Grade
Kolin Ross	3rd Grade
McKenna Weaver	3rd Grade
Anna Classon	4th Grade
Teresa Keller	4th Grade
Jessica Oros	4th Grade
Rick Garland	5th Grade
Erica Huneke	5th Grade
Anna Leek	5th Grade
Brittany Winkel	5th Grade
Macy Hallinan	Special Education
Shannon Ashman	Special Education
Austin Moore	Special Education
Lauren Holmes	Instructional Coach
Jean Kamp	Title I
Nicole Geerdes	Vocal Music
Tara Anderson	Band
Troy Birt	PE Teacher
Cheryl Kruger	Art Teacher

Corinn Matheson	Librarian
Emily Aukes	ELP Teacher
Tiffany Bridgewater	ELL Teacher
Brittany Wilkening	School Counselor

ELEMENTARY ASSOCIATES

Kay Campbell
Tiffany Gourley
Kelly Hansen
Mandy Loftus
Taige Mollendor
Kathy Parraga
Jessica Poole
Stacie York

Andrew Wyatt	Custodian
Tony Scharfenkamp	Custodian

To e-mail any staff member please use this format:
firstnamelastname@wghawks.school

MISSION & VISION

Mission Statement:
"Woodward-Granger CSD will build futures one student at a time through a supportive culture of high expectations."

Vision for the future: Student Learning Goals
Woodward-Granger's student learning goals are the general expectations for all its graduates. Students graduating from our district will be able to demonstrate the following attributes:

1. The ability to acquire and utilize information, technology skills, basic skills and other processes.

2. The ability to effectively communicate through speaking, writing, reading, performing and other forms of communication.

3. Lifelong learners who demonstrate flexibility, motivation and skills necessary to initiate learning for personal and occupational growth using multiple resources and technologies.

4. Responsible citizens who demonstrate positive character traits and take the initiative and time to improve the quality of life for themselves and others in their local and global environment.

5. Contributors, who demonstrate responsibility and use effective group skills to foster, develop and maintain supportive relationships with others in culturally diverse work, community, and educational and family settings.

6. Problem solvers who effectively use a variety of reasoning strategies and resources to make decisions and solve problems in multiple contexts.

7. Each and every student will learn all the essential concepts and skills identified in the Iowa Core for life in the 21st century.

With these expectations we challenge our students to recognize and put forth their personal best.

ACADEMIC PROGRAM

Woodward-Granger Early Learning Center and Elementary offer programming for preschool through fifth grade. Once students have completed the fifth grade they begin their middle school/high school experience at our facility in Woodward.

The Early Learning Center and Elementary buildings take pride in being able to identify student needs and matching and/or creating personalized programs to meet these individual needs.

Multiple means of communication is key to our success. Parents can expect emails, flyers, mailings and personal phone calls to discuss student progress and/or disciplinary issues. In addition, parents and students may be asked to take part in meetings to discuss student achievement and/or progress of an intervention.

GENERAL INFORMATION

Affirmative Action

The Woodward-Granger Community School takes affirmative action, consistent with its Affirmative Action Plan on file in the district, in the recruitment, appointment, assignment and advancement of women and men, members of diverse racial and ethnic groups and persons with disabilities to accomplish the goals of equal employment opportunity.

Ahera Notification

The Asbestos Hazard Emergency Response Act of 1986, or AHERA, was put into effect to determine the extent of, and develop solutions for any problems schools may have with asbestos. There have been over 3,000 different products made with asbestos materials. The Environmental Protection Agency began to limit use of asbestos products in 1973, and most uses of asbestos in building materials were banned in 1978. Woodward-Granger Community Schools has had all facilities inspected by a certified asbestos inspector, as required by AHERA. During this inspection, all materials suspected of containing asbestos were located, sampled, and rated as to the condition and hazard potential. The inspection report and laboratory analysis records were given to a certified firm to develop asbestos management plans for our facilities.

This notification, and methods of educating and training the District's employees, together with a set of procedures designed to minimize the disturbance of the asbestos-containing materials and plans for regular surveillance of these materials are all a part of the school's attempt to meet government regulations. Questions regarding the plan should be directed to the Asbestos Program Manager located in the Superintendent’s office.

It is the intent of the Woodward-Granger Community Schools to comply with all federal and state regulations in this area. The school's asbestos management plan has already been initiated. Procedures will be followed to ensure that the District's facilities continue to be a healthy, safe environment in which to work and learn.

Competent Private Instruction
Parents of children who are of compulsory education age (six years of age by September 15) may choose to provide competent private instruction outside of the public school setting. Instruction can be provided by the parent or by a licensed teacher contracted by the parent. A list of curriculum materials must be documented. Parents may also request dual enrollment with the District. This permits participants in a limited number of classes, special education, or extracurricular activities. Information pertaining to Competent Private Instruction can be obtained by **contacting the District Coordinator, Dr. Keri Schlueter, at (515) 999-8022.**

Corporal Punishment *(Chapter 103 Iowa Law)*
281—103.2(256B,280) Ban on corporal punishment. An employee of a public school district, accredited nonpublic school, or area education agency shall not inflict, or cause to be inflicted, corporal punishment upon a student. “Corporal punishment” is defined to mean the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain.

281—103.3(256B,280) Exclusions. Corporal punishment does not include the following:

1. Verbal recrimination or chastisement directed toward a student;

2. Reasonable requests or requirements of a student engaged in activities associated with physical education class or extracurricular athletics;

3. Actions consistent with and included in an individualized education program developed under the Individuals with Disabilities Education Act, as reauthorized, Iowa Code chapter 256B, and 281—Chapter 41; however, under no circumstance shall an individualized education program violate the provisions of this chapter;

4. Reasonable periods of detention, not in excess of school hours, or brief periods of before-and-after-school detention, in a seat, classroom or other part of a school facility, unless the detention is accomplished by the use of material restraints applied to the person. If detention meets this chapter’s definition of “physical confinement and detention,” the provisions of this chapter on physical confinement and detention must be followed. For purposes of this chapter, material restraints do not include devices, objects, or techniques required or ordered for reasons of safety (e.g., safety harnesses on school buses) or for therapeutic or medical treatment (e.g., devices used for physical or occupational therapy), provided those devices, objects, or techniques are so used, and used for no other purpose;

5. Actions by an employee subject to these rules toward a person who is not a student of the school or receiving the services of an area education agency employing or utilizing the services of the employee.

To learn more about chapter 103 please visit the Iowa Department of Education Website at http://www.iowa.gov/educate/

Definitions

In this handbook, an administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "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

Woodward-Granger Community School District Notice of Non-Discrimination
Board of Directors Policy 106.01 E(1)

The District does not discriminate on the basis of sex and prohibits sex discrimination in all education programs and activities operated by the district, as required by Title IX, including in admission and employment.

Inquiries about the application of Title IX to the district may be referred to the district's Title IX coordinator Rebekka Maass, Director of Special Education & Programs,515-999-8022, rebekkamaass@wghawks.school, 1904 State St., Granger, IA 50109, the Office of Civil Rights, or both.

The district's Title IX Nondiscrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating this policy please contact the Board Secretary.

Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator Rebekka Maass, Director of Special Education & Programs,515-999-8022, rebekkamaass@wghawks.school, 1904 State St., Granger, IA 50109.

Fees & Waivers

Woodward-Granger Schools will publish a list of school fees prior to registration each school year. If circumstances make fee payments a financial hardship, please contact the Superintendent's secretary at (515) 999-8022 for a waiver form.

Free & Reduced Price Meals *(STATE POLICY)*

To apply for free or reduced-price meals, please fill out an application that is available at the Administration Office as soon as possible. Please sign the completed application and return it to school. Please answer all questions on the form or the application will be considered null

and void and an automatic denial of meal benefits will result. Please call the school if you have questions regarding the form.

ELC/Elementary Breakfast: $2.20
ELC/Elementary Lunch: $3.35
Adult Lunch: $5.00

Note: *The school or other state officials may check the information on the application at any time during the school year.*

Health Instruction
The Iowa State Legislature and the Iowa Department of Education require that all Iowa students in grades kindergarten through twelve be provided the opportunity for instruction in the following areas as part of their health curriculum: personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and the characteristics of communicable diseases, including acquired immune deficiency syndrome.
Health instruction in each of these areas will be adapted appropriately for student age and understanding levels. Beginning no later than seventh grade, communicable disease instruction shall include information about sexually transmitted diseases.
Those individuals wishing to examine the course objectives and/or instructional materials can do so by contacting the principal. Parents/guardians having objections may file a written request with the building principal to exclude their student from instruction.

Health Services
An individual health record will be on file for each student in every building. Health information will be recorded as received. Emergency information needs to be on file for each student in each building. Please complete an emergency form and return it to the school. A Certificate of Immunization or religious/medical exemption must be on file for each student. Provisional certificates are available for transfer students for one semester only.

Information Forms
At the beginning of each school year, parents must file an informational form with the Elementary or Early Learning Center office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents are responsible for notifying the respective office if the information on the form changes during the school year.

Open Enrollment
Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the Superintendent, Mr. Mark Lane at (515) 999-8022.

Student Health and Health Certificates
Students should have regular physical and dental examinations. Students will be required to submit a health and/or dental certificate. Each student shall be required to present a certificate of immunization unless exempted by State Law before enrollment in the District.

Student Publications
Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school district publications include, but are not limited to the yearbook, school signs, creative writing publications, flyers and others. Expression made by students is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

Student Records- Educational Records (Policy No. 506.1)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent of eligible students believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student within notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-40605.

Statement Regarding the Homeless

The Board of Directors of the Woodward-Granger Community Schools is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance as provided to resident pupils.

If you need further assistance/information, please contact the Director of Special Education & Programs, Bekka Maass, 515-999-8022.

Student Abuse by Personnel

It is the policy of the Woodward-Granger Community School that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to their building administrator or the Superintendent of Schools.

The entire policy on abuse of students by district personnel is defined in Board Policy 402.3 and is available in the Administration Office and each school building office.

ELEMENTARY POLICIES & PROCEDURES

Activity Conduct
School policies are in effect and enforced for all students at any school-sponsored activity. Please note that these policies may or may not be all outlined in this handbook. A copy of the board policy book is available in the Administration Office, 1904 State Street, Granger, IA 50109.

Agents & Visitors
Visitors to the school are welcome in the office areas only during the school day. We try our best to eliminate distractions and secure the educational setting for our students on a daily basis. If educationally relevant, we require that each visitor report into the office upon his/her arrival in the building. Each visitor will be asked to sign in and to take a visitor's pass before being allowed to go to the classroom. Please bring your drivers license with you each time you sign in at thee office.

Announcements
Daily announcements will be conducted at 8:20 a.m. over the building's intercom system. If you have an announcement that you would like made regarding an upcoming activity and/or competition please provide this information to the building secretary prior to the day you would like the announcement/is made.

Anti-Bullying Harassment Policy
Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular significant contact with students.

Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and 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; or
- 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.
- "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
- Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

- Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

- In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Level I investigator or designee will be responsible for handling all

complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- Inclusion in the district newsletter, and a copy shall be made available to any person at the central administrative office.

Assemblies
Throughout the school year the school district sponsors character education and special assemblies*.* Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to, during the activity and upon their return to the classroom. Students attend assemblies unless it is taken away for disciplinary reasons.

Attendance Policies & Procedures
Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing a timely reporting of students' attendance patterns. Research points to the fact that regular school attendance has a positive carry-over to the world of work. Our policies and procedures are designed to help students learn responsibility and increase their potential for success.

Please contact the Early Learning Center or Elementary office by 9:00 a.m. on the day the student is absent. The school will attempt to contact the parent (when previous communication has not been made) via telephone. We ask that if there are questions to please contact your student's school secretary at their respective building.

Attendance Notification
School wide attendance will be reviewed at six (6) weeks. Students that have missed 10% or more of the school days to date will be reviewed. Attendance may be reviewed earlier if needed. Attendance will continue to be reviewed monthly during the school year.

Families of students who are chronically absent will be notified of concerns in writing. If absences continue to accrue, the school may require documentation from medical personnel for absences.

Unresolved attendance issues will result in a family-school meeting. The school Principal will schedule the meeting and facilitate the creation of an attendance plan. The goal is always to improve attendance. If a plan is unsuccessful and the student meets the truant criteria, a case will be filed on the parent/guardian responsible for the student's attendance with the county attorney.

Excused Absences
The Woodward-Granger Elementary School defines *EXCUSED ABSENCES* as absences due to one or more of the following (with the proper communication from home and or a physician, note, call or email):

- Illness
- Medical/Dental related, including appointments
- School sanctioned activities
- Absences related to legal system
- Family emergency
- Bereavement/Funeral
- Religious observances
- Family outings or business
- Short-term suspensions or other disciplinary actions resulting in an absence

A student's absence will be considered excused only when it falls under the "excused absence" guidelines or by special arrangement with the principal. A missed bus, missed ride, or car problems are not valid excuses for an absence. All other absences that do not fall under the above category will be viewed as unexcused.

Two (2) days per day missed are allowed for making up missed assignments once the student returns to school. It is the student/parent's responsibility to get the assignments and to make up any/all schoolwork.

Compulsory Attendance Law of Iowa

Iowa state Law (HF 455) requires that children between the ages of 6 and 16 must attend school for at least 148 days to be met by attendance for 37 days per quarter. Children who are of compulsory attendance age are considered truant if they fail to attend school in accordance with the requirements of the law. If a child is truant, school officials must attempt to find the cause of the child's absence and use every means available to the school to assure that the child does attend. If efforts to assure the truant child's attendance are not successful, the school district shall refer the matter to the county attorney for mediation or prosecution. (HF 455 Iowa State laws of July 1991)

Pre-arranged Absences

If a parent or student anticipates an extended absence, notification must be made to the school by the parent and/or guardian. A written note signed by the parent/guardian, email or phone call to the student's building secretary indicating the dates the student will be absent should accompany the request. Excessive absences can have a detrimental effect on a student's accomplishments and progress, and this should be considered before requesting an absence.

Field trips are considered part of the student's school attendance day. Students who participate in field trips with their class and utilize transportation provided by the school district will not have that day counted as an absence. If, however, that student decided to leave school for the day to attend the same event, without prior approval, that absence will be considered unexcused and will be subject to the progressive truancy policy outlined in the District policy.

Reporting Absences

1. An answering machine will take messages between the hours of 4:00 p.m. and 8:00 a.m. When calling during that time please state:
2. Student's name
3. Person calling
4. Reason for absence
5. Phone number where absence may be verified.
6. Students who leave for a doctor's appointment during the school day and then return should check into and out of the office.

Note: Falsely representing a parent/guardian in any way will result in disciplinary action.

Student Release
For your child's safety, the parent/guardian must call the office or send a note to authorize another adult to pick up their child. We ask all adults to sign out their children in the office when picking them up. ID's may be required when picking up a child so please do not be alarmed when asked to show your ID. It is for the safety of our children.

Any changes in a student's after-school plans must be called in or handed to office personnel in writing prior to 3 p.m. of the day in question OR the regular student's routine will be followed.

If there is a no-contact/restraining order or specific visitation criteria in a court created document, the school must have a signed copy of this for your child's file. At the beginning of each school year, please notify the school secretary and school counselor of the order.

Tardiness
The only excuse accepted for tardiness to school will be when there has been an unusual emergency and the parent and/ or guardian has notified the school.

1. After three (3) unexcused tardies, the teacher will give notice of the tardiness to the school office that will share this information with the student and parent/guardian. Disciplinary action may result after the third tardy. Should the student be tardy to class a fourth time, a parent meeting involving the building principal will be required and an action plan put in place.

2. All class tardiness will be cumulative over a school year.

3. The teacher marks a student tardy if the student enters class within five minutes after school begins (8:20am). If a staff member allows students to make up for tardiness by making up the time during recess, the parent must be informed of this situation.

Unexcused Absences
These absences may include, but are not limited to, tardiness, shopping, hunting, concerts, oversleeping, repeated head lice exclusions, preparation or participation in parties or other celebrations and non-school sponsored events. The principal of each attendance center will determine excused absences. Excused absences such as illness, family emergencies, etc. shall be counted as excused days of attendance for the purposes of the truancy law. Regular attendance is essential for optimal academic growth.

BEHAVIOR/DISCIPLINE

Philosophy
Every student has the right to an education. Students need to know their expectations and limits. Student behavior that unduly disrupts class work or causes substantial disorder in the building and on the school grounds will not be tolerated. Behavior will not be allowed which

endangers the safety of others, damages the building or property of others, and breaks state or federal laws.

Woodward-Granger Early Learning Center and Elementary are immersed in building-wide initiatives called the Positive Behavior Intervention Support Model (PBIS). This model focuses on the explicit education of what a desired action looks like (teaching specific wanted behavior). The plan contains verbal and tangible praises/rewards for students to recognize their achievements and their accomplishments in a positive manner. This plan is known as our HAWK-3.

The plan is consistent throughout the building and involves students receiving positive notes throughout the school year for being caught exhibiting desired behaviors. These notes can earn additional class prizes and or additional recognition and/or rewards.

This does not mean that consequences will go away. Currently there is an online behavior tracking system set up throughout the school for all Pk-5 students. This form will be available to all staff and will be forwarded to parents via e-mail when a circumstance arises where some form of discipline warrants. These forms will be narrative and will give parents a better insight as to what the infraction was and how it was perceived by the adults writing the report. This does not take the place of and/or exclude phone calls home or other disciplinary measures.

Board Policy
All items in the student personnel 500 series of the Board Policy are hereby incorporated into this handbook. Copies of the board policy are available in the Superintendent's office or by email. Students and parents/guardians are encouraged to familiarize themselves with these policies.

BUS/TRANSPORTATION

Arrivals & Departures
As our district is located in two towns, school buses travel back and forth regularly. Students will board in Woodward around 7:50 a.m. at the MS/HS complex and will leave from Granger at the end of their day at 3:25 p.m. Granger students will be dropped off in Granger no earlier than 7:45 a.m. and will leave the school in the evening at approximately 3:25 p.m. to return home.

Bicycles/Scooters
Students may ride their bicycles and scooters to school. Bicycles are to be walked when on school property. All bicycles are to be parked in the bicycle rack area on the south side of the building at the Early Learning Center and on the east side of the building at the Elementary. Students are to park their bicycles immediately upon arriving on the school grounds.

Conduct/Expectations
We promise to do our very best to provide our students with safe passage to and from school daily. Below are the bus conduct rules we will follow. Students, bus drivers, and parents all must do their part to ensure everyone's safety. We have tried to keep the rules simple so all can understand.

1. Obey the driver at all times.
2. Wait for the bus a safe distance from the curb.
3. Wait for the driver to signal to cross in front of the bus.
4. Stay seated on the bus at all times.
5. Keep your hands, arms and head inside the bus at all times.
6. Keep noise at a reasonable level, which is defined as no screaming and loud shouting that could distract the driver and cause an unsafe situation.
7. There will be NO wrestling, fighting, and throwing of objects.
8. Avoid damaging the bus or seat covers.
9. Smoking, igniting any item, chewing tobacco, or use of controlled substances is prohibited.
10. Students riding the bus are to go directly to the school when the bus delivers them to the unloading area.
11. Be on time for the bus, both morning and afternoon.
12. Maintain a tidy bus -- no littering.
13. Profanity (by word or gesture) is not permitted.
14. Personal property such as cell phones, gaming systems and other electronic devices are the responsibility of the owners.
15. Eating on the bus is not allowed.

These rules apply to all bus routes, shuttles, field trips and activity trips.

Disciplinary Consequences
Responsible Decision-Making is the goal for all students!
Different consequences are appropriate for different ages. Parents, if you receive a bus conduct report (hard copy or via email); you can assume that the bus driver has already given your child at least a verbal warning and on occasion a change in seat assignments. The seriousness of any particular incident may prescribe that the outlined process below be revised in favor of a more decisive consequence, even on the first offense. ***The building administrator who reviews the incident report will decide this in each case.***

First Incident: Following a bus driver's first report of student misconduct, the bus driver will contact the parents, then the bus driver will give the student a verbal warning, a written copy will be given to the building administrator, the parent and driver.

Second Incident: Following a bus driver's second report of a student's misconduct, the bus driver will contact the parents, may assign seating, and send a copy of written referral to the building administrator and parent. Based on the severity of the infraction the building administrator will assign the student a consequence, which may include denial of

transportation for a specific time.

Third Incident*:* Following a bus driver's third report of a student's misconduct, the bus driver will contact the parents, a written copy of the referral will be given to the building administrator and parent, the building principal will give the student a consequence, which will include denial of transportation for an extended time. A conference with parents will be scheduled.

Fourth Incident: Following a bus driver's fourth report of a student's misconduct, the bus driver will contact the parents, the building principal will notify the student and parents that bus-riding privileges have been suspended for the school year.

This procedure is intended to provide safe, fair and just treatment to all children who ride the bus. We promise to do our part by treating all students fairly and with the dignity they deserve. We expect the same in return.

Cameras
Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in student disciplinary discussions.

Contact Information
If you have questions or suggestions for improvement, please call Transportation Director, Mark Lane at 999-8022.

Safety
The Board of Directors is charged with the responsibility to provide transportation for each student entitled to transportation. The privilege of riding on a school bus is discretionary with the Board of Directors. Students can be deprived of this privilege when their continued presence on the bus would be injurious or endanger the health or lives of the other students. Any student who continually misbehaves may be denied the opportunity to ride a school bus under certain circumstances. The bus driver is responsible for managing student behavior on the bus. All school rules of conduct will be enforced on the bus. Discipline procedures used in the school building will also be followed for bus situations. School transportation may be provided to and from school sponsored activities. A student may ride home from a school-sponsored activity with the student's parent by presenting a note to the school personnel in charge of the activity explaining who will be responsible for the student. The “person responsible" must contact the supervisor before, during, or after the event.

Shuttle Bus Times
During the school year there will be activity shuttles running in the a.m. and p.m. from Granger to Woodward and vice versa. These times will be announced prior to the event beginning and communicated to those who may be involved in riding these buses.

SCHOOL POLICIES & INFORMATION

Care of School Property

Students are expected to treat school property and the property of others around them with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

Cell Phone/Smart Watch Policy

Cell phones and smart watches are not prohibited from school but should be left in the school bag during the school day. If a student is caught using these devices (without staff permission) during normal school hours 8:15-3:25 the phone/watch may be confiscated and kept in the office until the end of the school day. At this point the student may retrieve the device. Regular phones are available in the classrooms and school office during the regular school day and may be used with the permission of school personnel. The District and its employees shall not be held responsible for personal items brought onto school property, or for replacing, repairing, or recovering such property.

Model Policy Implementing House File 782: Use of Personal Electronic Devices by Students: Policy # 503.09: Use of Personal Electronic Devices by Students

It is the policy of the Woodward-Granger Community School District that students may not possess personal electronic devices at any time during the school day**.**

Definitions

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The “school day” is:

- Early Learning Center - 8:15 am to 3:25 pm - Wednesday Early Dismissal - 8:15 am to 2:15 pm
- Elementary - 8:15 am to 3:25 pm - Wednesday Early Dismissal - 8:15 am to 2:15 pm
- Middle School - 8:15 am to 3:20 pm - Wednesday Early Dismissal - 8:15 am to 2:10 pm

- High School - 8:15 am to 3:30 pm - Wednesday Early Dismissal - 8:15 am to 2:15 pm
- Grandwood - 8:30 am to 3:15 pm - Wednesday Early Dismissal - 8:30 am to 2:10 pm

General Rules
The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

- Chromebook
- iPad

A student's personal electronic device may be used under the following conditions:
- As a tool for two-factor authentication for a DMACC course.
- If no district-issued device serves the intended instructional purpose, a teacher may seek pre-approval for the use of personal electronic devices from the building principal.

A parent or guardian, after verification by school officials, may communicate with a student through the school's main office phone line. If there is an emergency requiring the student's immediate attention, a parent or guardian may contact the school office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school's student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by Infinite Campus message.
A student's personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a student's locker or the main office.

Violations of Policy

For the first offense in a semester of possessing a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials, to be returned to the student's verified parent or guardian after the end of the school day during normal business hours. Confiscated devices will be logged and secured. For third or subsequent offenses, the school will receive the student's personal electronic device at the beginning of each school day for the remainder of the semester.

Student-Specific Exceptions to Policy

Petition by Parent or Guardian. A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the

student's physical health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to this policy.

Student Plans. A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or a health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Electronic Devices/Games
Electronic devices of any kind are not encouraged to be used during the school day, unless under direct staff supervision (8:15-3:25). If these items are used or observed during the school day, the item will be taken from the students and brought to the principal's office. The student will be allowed to pick up the equipment at the end of the school day. If similar items are taken from the student again, they will be confiscated from the student and returned to parents at a later date. The District and its employees shall not be held responsible for personal items brought onto school property or for replacing, repairing, or recovering such property.

Change of Address
The school office must be notified immediately if there is a change in a student's address or telephone number during the school year. Students and/or parents are to notify the office if the daytime (work) number changes.

Cheating/Plagiarism
Students are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/ her own work. Cheating, plagiarism (presenting another's work as your own), or other forms of dishonesty may result in loss of credit for the assignment in which the violation.

Class Lists
As we look towards the 2026-2027 School Year we wanted to remind you of some language in our Student Handbooks. Careful attention is given to the process of determining class sections. WG has attempted in the past to provide reasonable class sizes. However, other considerations are given to this process. The number one priority is to create class sections that will best fit the needs of the individual students involved. Many factors are considered in balancing classroom assignments. For example, classes may be balanced in terms of the number of students, boys/girls, personality, student needs, and academics. Occasionally the separation of students is a part of the process. Relatives, close friends, and personality

clashes are factors considered when separating students from one another. The intent is to create a classroom setting that is beneficial to the students and does not inhibit teaching staff from doing the best possible job. The public must be aware that the placement of students is a task that is not taken lightly. There is considerable time and effort put into the process. **With this in mind, the school does NOT accept requests for specific teachers; however, families may provide the school with written input into their child's learning needs**. Families should put their input in writing and address it to the attention of the building principal no later than May 1st. The principal has the authority to make the final decision regarding the class lists.

Dress Code

Research supports that there is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruptions to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats or wheels except for outdoor athletic practices or events; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.

Students are not to wear tops that expose their midriff (at or above the belly button) area or strapless tops. The school nurse will provide students with an appropriate shirt to wear for the day and will follow-up by sending a dress code note home with the student.

Students may not wear shorts or pants that expose their undergarments in any fashion. The elementary principal shall have the final say on what is considered appropriate within the school setting.

Educational Records
(Policy No. 506.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask

the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Emergency School Closings
The Superintendent of Schools or his/her designee shall have the authority to close schools or dismiss early because of extreme weather or other emergency conditions for the length of time the emergency exists. The media (see below) will make public announcements of such closings as soon **as possible after the decision to close.**

Cancellations are announced on:
WHO-TV13
WOI-TV5
KCCI-TV8
WHO-RADIO (1040 AM)
KLDS-RADIO (Perry)
KWBG-RADIO (Boone – 1590 AM)
K107 FM & KKRF 107.9
KJJY HAWK 97.3
DES MOINES RADIO GROUP

In addition check out the W-G website at wghawks.school

Please notify the office regarding a change of plans for your child should the district dismiss early.

Emergency Drills

The school holds emergency fire and tornado drills at a minimum of 8 times a year (4X each). Students are expected to remain quiet, orderly, and to be responsive to directions during a drill or an emergency.

Emergency procedures and proper exit areas are posted in all rooms of the building. Each staff member possesses a crisis management binder that outlines all emergency processes and procedures. This plan is updated annually and reviewed with all staff annually.

Note: *Students who pull the fire alarms or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials*.

Safety Drills

In Iowa, public and private schools are required to conduct regular safety drills, including fire and tornado drills, as outlined in Iowa Code Section 10A.522. Additionally, schools must develop and review emergency operations plans and conduct annual drills based on those plans.

Schools must conduct a minimum of four fire drills and four tornado drills per school year. Two drills of each type must be conducted between July 1 and December 31, and two more between January 1 and June 30.

Woodward-Granger CSD ALICE Protocol

ALICE is the response protocol the Woodward-Granger Community School District uses to empower all staff and students to make individual or collective decisions to increase survivability during a Violent Critical Incident (VCI). This is based on individual decision-making using a range of options following the acronym ALICE.

Definition

- **ALERT**: Receive and communicate initial, specific, real-time information.
- **LOCKDOWN**: Protect occupants in secure locations within the school.
- **INFORM**: Continue to receive and communicate real-time updates.
- **COUNTER**: As a last resort, use proactive measures to confront an immediate threat.
- **EVACUATE**: Use evacuation routes to evade the threat safely. Evacuate is the first response whenever possible.

A - ALERT - Alert is your first notification of danger.

- ALERT is when you first become aware of a threat. The sooner you understand that you're in danger the sooner you can save yourself. A speedy response is critical. Seconds count.

L - LOCKDOWN - Barricade the room. Prepare to EVACUATE or COUNTER if needed.

- If EVACUATION is not a safe option, barricade entry points into your room to create a semi-secure starting point. Room occupants should spread out and be prepared to evacuate or counter.

I - INFORM - Communicate the violent intruder's location and direction in real-time.

- The purpose of INFORM is to continue to communicate information in as real-time as possible if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real-time information is key to making effective survival decisions.

C - COUNTER - Create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately. COUNTER is NOT fighting.

- COUNTER is a strategy of last resort that focuses on actions that create noise, movement, distance, and distraction.

E - EVACUATE - When safe to do so, remove yourself from the danger zone.

- When safe to do so, EVACUATE. Evacuating to a safe area takes people out of harm's way and hopefully prevents staff and students from having to come into contact with the shooter.

Field Trips

Field trips are an educational privilege. This information and all other details pertaining to the scheduled trip will be communicated via a note and/or e-mail from the school. Student conduct is expected to be exemplary while on trips. If this is not the case careful consideration will be taken to determine the student's participation on the additional trip/s.

Note: We ask that parents make additional arrangements for their "non-school" siblings when assisting with field trips, as they will not be expected to attend. This is a safety and liability issue. We appreciate your cooperation with this matter.

Food Services

A computerized accounting system is used for lunch. Lunch and breakfasts are served daily. It is recommended that money be deposited into a hot lunch account prior to eating. Cafeteria personnel will determine additional deposit opportunities. Charging will not be allowed. For those students who forget their money, the school does offer a nutritious alternative to ensure students will not go hungry. Lunch requires a cooperative effort from all students.
Our common-sense rules are:

1. Seating may be assigned.
2. All litter is to be deposited in wastebaskets.

3. Table and floor area in vicinity of the student's seat is to be cleaned up before leaving.
4. Food is to be disposed of properly by being placed in trash cans.
5. Food is to be eaten only in the lunchroom, not the halls.
6. Please return all trays and utensils to the dishwashing area.
7. Running is not permitted.
8. Yelling, shouting, or loud talking is not permitted.
9. Directions of lunchroom supervisors are to be followed at all times, including dismissal.
10. Students are to stay in the lunchroom or, with permission, may go to assigned areas out of the lunchroom.
11. Students who want to go to other academic rooms of the building during lunch must have a pass from the teacher who will be supervising.
12. Students will not be allowed to order or bring food or drinks in from outside the school during lunchtime other than sack lunches. (Example - no fast foods or pizza)
13. Students have a designated lunch period.
14. Prices are published at the beginning of the year and are subject to change depending on the cost of the program.
15. If a student chooses to violate this policy, he/she may be excluded from eating lunches in the cafeteria.

Handouts at School

We frequently receive requests during the school year from various organizations to hand out pamphlets, organization information, etc. to students. District policy provides that ***ALL*** handouts be cleared by the building principal prior to distribution among students. In addition, the materials will be marked by grade level. Please contact the principal early regarding materials that you or your organization wishes to distribute or publicize through the schools. ***Note: Please have designated copies ready for distribution, as copying will not be permissible on school grounds.***

Healthy Kids Act

The purpose of the Healthy Kids Act is to establish physical activity requirements for students in grades K-12 and establish nutritional content standards for food and beverage sold on or provided on school grounds during the school day. Specifically, the Healthy Kids Act does the following:

- Requires the Iowa Department of Education (Department) to establish nutritional guidelines for all foods sold on school grounds during the school day other than food provided under the federal school lunch program. This applies to school districts and accredited nonpublic schools.
- Calls for the Department to convene a nutrition advisory panel, in collaboration with the Department of Public Health, to review research on pediatric nutrition to make recommendations regarding the nutritional standards.
- Requires school districts and accredited nonpublic schools to ensure that every student in grades K-5 has 30 minutes a day of physical activity and students in grades 6-12 has 120 minutes per week of physical activity. Physical activity will be defined in Department rules and can include physical education classes, recess, interscholastic activities, school activities, and non-school activities.

- Calls for the Department to convene a working group of elementary and secondary fitness professionals and stakeholders to assist the Department in developing physical activities and models that will describe ways in which school districts may incorporate physical activities for students. These activities and models will be made available to schools in March 2009.
- Requires every student by the end of grade 12 to complete a course that leads to certification in cardiopulmonary resuscitation (CPR). The law exempts students unable to physically manage the course.
- Requires Iowa's area education agencies (AEAs), or a consortium of two or more AEAs, to contract with a licensed dietician for the support of nutritional provisions in individual education plans and provide information to support school nutrition coordinators.

Inspection of Educational Materials
Parents and other members of the school district community may view the instructional materials used by the students.

The instructional materials must be viewed on school district premises during the normal school hours (8:00 a.m. to 4:00 p.m.). Copies may be obtained according to Board policy.

Legal Status of a Student
If a student's legal status (i.e. the student's name or the student's custodial arrangement) should change during the school year, the parent or guardian must notify the school district and provide court documentation of this official change.

Locker Searches & Inspections
Student lockers are the property of the school district. The lockers are to be used for storing school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Special Note: Lockers/desks are provided as a courtesy to students. By virtue of this ownership, we reserve the right to make periodic examinations of the locker/desk and its contents. These examinations will be conducted by a school official and the student to whom the space is assigned or another staff member.

Lost & Found
The Early Learning Center and Elementary have an ongoing lost and found located near the cafeteria in each building. We encourage families to stop by on a regular basis to claim clothing and other lost apparel/goods. These items will be boxed and shipped to charity periodically throughout the year.

Medical
While most illnesses do not require exclusion, there are times when the student should be sent home. If the illness prevents the student from participating comfortably in activities, results in needed care greater than school personnel can provide considering the health and

safety of other students or poses a risk of spread of harmful diseases to others they may be excluded from activities.

1. Per IDPH Guidelines for Education and Exclusion Criteria students shall be absent or excluded from school due to reasons listed in the link.

2. School medications are administered following these guidelines:
   a. Parents signed and dated authorization to administer the medication annually, which includes the student's name, name of the medication, dose, dates and time to be given.
   b. Medication must be in the original container with the prescription label or manufacturer's label clearly visible. The student's name must be on the medication bottle.
   c. Parents must supply medication for use at school.
   d. Parents must pick up unused medication at the end of the school year or it will be destroyed.

3. All head injuries shall be reported to a parent and/or guardian.

4. The school district and its health service will comply with the law on immunization requirements. Only medical and religious exemptions are permitted and must be in writing from the family physician or religious leader.

5. Vision screening will be done for students in grades 1, 3, 5 and any referrals.

6. Hearing screening will be done on all students in kindergarten through 5th and any referrals.

7. Iowa law requires that any child who is entering kindergarten or ninth grade must provide the school with proof of a dental checkup.

8. Iowa law requires that all children be tested for lead prior to entering kindergarten.

9. Preschool Requirement: A physical exam shall be conducted by the child's healthcare provider, which should include immunization status, vision, dental, hearing, lead testing and developmental assessment. A copy of the physical exam will be required to be given to the school health office. The physical can be obtained at the school office.

Forms

The school nurse has a wide range of documentation that she will need from families. Many of these items are required by the State Health Department. We ask that you please cooperate and provide timely any forms that are requested from the school nurse.

Health Plans

Students who have special dietary needs (i.e. allergies or diabetes for example) need to have a doctor's note and a diet/health plan on file with the school office and food service director. This plan must be updated on a yearly basis.

A student whose disability restricts his/her diet shall be provided substitutions in foods only when supported by a statement signed by a licensed physician. The medical statement shall identify:

1. The student's handicap and an explanation of why the handicap restricts the participant's diet.
2. The major life activity affected by the handicap; and
3. The food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted.

Health Screening
School personnel and/or the Area Education Agency (A.E.A). may do routine screenings. See page 39 for AEA information.

Health histories are required by Federal Law for any students staffed for Special Education through the AEA. Our school nurse/associate acquires this information in a face-to-face meeting with the student's parents. A health history would also be a part of a Section 504 Accommodation Plan.

Human Growth and Development
The school provides 5th grade students with instruction in human growth and development. A letter will go home to parents prior to instruction. Parents may review the HG&D curriculum at any time and may request that their child be excused from the instruction. Parents should contact the school nurse for review of the curriculum or to request for their child to be excused from such instruction.

Required Immunizations
The state of Iowa requires specific immunizations for children before entering preschool and another set before entering kindergarten. Please consult your local physician for a complete list of vaccinations required by law. Applicants not presenting proper evidence of immunization, or exemption, are not entitled to enrollment in an elementary or secondary school under the provisions of Iowa Code section 139.9. It shall be the duty of the admitting official to deny enrollment to any applicant who does not submit proper evidence of immunization according to rule 7.5(139) and to exclude a provisionally enrolled applicant in accordance with rule 7.6(139)-Iowa Department of Health/Iowa Administrative Code-Chapter 7.

The Woodward-Granger Elementary School will not accept any student on the first day of school without the appropriate immunizations or an exemption. If a student comes without proper immunizations or exemption, the parent will be called to pick them up (by State Law). A student without current immunizations at school is a health risk to the other students.

School Nurse
A school nurse and/or nurse associate will be available in the Early Learning Center and Elementary buildings from 8:15-3:25 p.m. daily. The school nurse has offices located in both the Early Learning Center and Elementary building. The school nurse and his/her designees are responsible for all medical and emergency concerns, keeping health records, facilitating health checks, maintaining medical records and training staff/students in the areas of health and safety.

Office Information
Normal school office hours are from 7:45-3:45p.m. Monday-Friday (Beginning August 1 through end of the school year). The buildings will be locked in its entirety after all evening activities are complete and an answering machine will be available to record your messages outside of these times. We will do our best to respond to you in a timely manner.

Outdoor Recess Policy
Woodward-Granger CSD feels that it is necessary for students to have a break in the daily routine, therefore, we have set aside designated times for recess. These times give students the opportunity to develop social skills, friendships, and to exercise.

When conditions merit, all students are expected to wear boots, coats, mittens, caps, and scarves and/or face masks as necessary during recess periods. It would be helpful on snowy days to put an extra pair of socks in your child's school bag.

Recess will be held indoors if the "feels like temperature" is below 0. This decision is made by the building Principal and his/her designee.

Students must have snow pants and boots to play in the snow. If students are not prepared, they will still be going outside but will be asked to remain in designated areas where snow/ice and dampness is limited.

Recess & Sickness
Students will be required to attend recess unless there is a specific doctor's note stating explicitly that the child must remain indoors for recess.

Parent Communication
All records and communication from school (i.e. report cards, behavior reports, newsletters, and the classroom Seesaw pages) will be accessible to the custodial parent of the student. If copies of this information need to be sent to another parent or agency, the request needs to be made in writing to the building principal.

Parent Pick-up
We request that parents who choose to pick their students up at the end of the day wait at the west entrance of the ELC and the front lot of WG Elementary until 3:25 p.m. and/or when students are dismissed. Again this is done for safety purposes.

Parties/Treats/Flowers

Students are permitted to bring birthday treats to school. Students with summer birthdays may arrange another date with their teacher to observe their birthday. Enough treats should be sent to provide for each student in the class, and we request that parents check with the teacher regarding any special classroom allergies. We require that only pre-packaged, store purchased treats be sent to school for disbursement.

Parents who do not want their child to participate in parties because of religious beliefs are asked to notify their child's teacher in writing.

Invitations to a child's individual birthday party should not be distributed at school unless all students in the class are invited to the party. We hope to avoid hurt feelings on the part of those children not invited. If invitations are sent to the school, without the above conditions being met, they will be returned home.

On special occasions students may receive flowers, balloon bouquets or other special gifts. These deliveries come to the office, and we see that the student receives them near the end of the school day. This helps to eliminate classroom disruptions and makes it easier for the student to keep track of the (usually fragile) items.

Pet Policy
We **do not** allow pets to be brought to school. This policy is adhered to for the protection and safety of all of our students.

Positive Behavior Intervention Supports *(PBIS)*
"PBIS is a broad range of systemic and individualized strategies for achieving important social and learning results while preventing problem behavior" (Center on Positive Behavioral Interventions and Support, 2001). The following key elements characterize PBIS schools in Iowa.
They:

- Embrace both "systems" and "individualized" perspectives in adopting a broad range of evidenced-based strategies, programs, and supports.
- Establish a positive and safe school climate that promotes academic, social, and emotional development.
- Recognize that ALL students can benefit from proactive positive behavioral supports***.***

Progress Reports
There are several ways to report student progress:

- Written reports are sent or phone calls made by teachers to parents/guardians.
- All report cards (every trimester- approximately every 60 days)
- Parent/teacher conferences are held in the fall and again in the spring.
- Parents/guardians can also initiate contact with teachers or counselors whenever there is a concern.
- E-mail between the teaching staff and parents has proven to be an excellent communication tool.

- Parents will be made aware of failing grades by the individual teacher prior to release of the report card.

Report Cards
Report cards will be administered to students via Infinite Campus. As always we encourage parents to review these summative forms and to ask questions regarding your child's progress.

Promotion & Retention
Grade placement and promotion or retention shall be the responsibility of the principal, based upon the recommendation of the classroom teacher, counselors, and/or parent or guardian. Failure to complete assigned course work could result in denial of promotion. Every effort will be made by the Woodward-Granger School staff to provide an education for each child that is commensurate with that child's abilities and needs.

Parent-Teacher Organization (PTO)
The Early Learning Center and Elementary have a very active PTO. We would encourage you to get involved as they have a variety of events and opportunities. If you have any further questions about PTO, please email WGElementaryPTO@gmail.com.

Reservations/Building Use
The Early Learning Center and Elementary buildings and grounds are public properties. If you are interested in utilizing a room and/or facilities please contact the administration office for details.

School Day Hours
Scheduled time for classes are as follows: School Day 8:15 a.m. to 3:25 p.m. daily with an early dismissal every Wednesday at 2:15 p.m. Breakfast is served between 7:50 and 8:10 a.m., with students expected to be in their classrooms by 8:15 a.m. Half-day preschool holds classes from 8:15-11:20 (morning session) and 12:05-3:20 (afternoon session) on Monday, Tuesday, Thursday and Friday.

Non-bus students (walkers and bikers) should not be on school grounds prior to 8:00 a.m. unless they are participating in the school breakfast program and/or are meeting a shuttle bus. It is important for students to not enter classrooms prior to 8:00 a.m. Many teachers have meetings that last until this time. Students will not be permitted in classrooms where an adult is not present.

School Pictures
Pictures of every student are taken in the fall of each school year. A retake day will be scheduled at a later time for those individuals who missed the original fall picture day.

Video & Picture Release Form
From time to time, our students are featured in newspaper articles, district bulletins, school web page, etc., celebrating special events in our schools. Photographs or likenesses may be

released without written consent unless parents or guardians object in writing. **Objections to release of information or photographs should be sent within two weeks of the student's enrollment in school to the building principal. This information will be provided to all patrons of the district during student registration.**

School Supplies
Supply lists for each respective grade level will be posted on our website at wghawks.school during registration. They will remain posted there throughout the school year. Note: These are subject to change at the request of the classroom teacher and should only be considered a reference. We would recommend consulting the classroom teacher for further details.

Student Management System
The District organizes student history, family contacts, grading and other data via a student management system called Infinite Campus. This system allows us to transfer information to federal reports. At times the secretary may ask you to provide information to keep this information database current. In addition, you will have access to certain portions of this program to check student attendance and grades as they apply. This is password protected and you will need to secure these rights through the elementary secretary.

Student Rights & Responsibilities Statement
It is the responsibility of students to know and follow all school rules and policies at school and at school activities.

As a student, I must strive to:

1. Ascribe to the universal standards of honesty, integrity, tolerance,
2. self-discipline, family, value of life, respect for common good, need for law, and a love of knowledge.
3. Respect and be polite to all people.
4. Respect themselves by taking advantage of education and striving to be the best person possible.
5. Respect other people's property.

Technology -Acceptable Use Policy
The Woodward-Granger Community School District recognizes that information age technology has a tremendous impact on information access and communication between members of society.

The Board of Education expects that global information technologies will be implemented into the curriculum and instruction in an appropriate manner that is consistent with district goals and will support and enrich curriculum and instruction for the varied instructional needs, learning styles, abilities and developmental levels of all students. Electronic information research skills are fundamental skills needed by our future citizens.

Access to e-mail and the Internet will enable students and teachers to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users

throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to individuals with Internet access, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

Parents and guardians are responsible for setting and conveying the standards that their children should follow when using global information technologies and should convey these standards to their children. Classroom access to the information technologies may occur within the proper text of the curriculum in a supervised environment.

The student and parent must sign the district Internet usage agreement provided at registration for the student to be allowed to use the Internet services at school.

Technology Fines for Damage

The district provides students with a 1:1 learning device. It is the responsibility of the student and district to ensure that this learning device is ready for use throughout the duration of the school day. Students are responsible for using the device appropriately, charge the device, and use the device with care. It is also the responsibility of the student to report any accidental or intentional damage or loss to the tech staff, teacher, or principal in a timely manner.

Issues and repairs related to manufacturer defects or faulty parts will be covered by the district warranty and insurance. **Damage determined to be intentional will incur the highest repair cost for the damage type.**

	Occurrence of Damage			
Type of Damage	**First**	**Second**	**Third**	**After the Third or Intentional**
Screen Damage	District Covered	$25	$25	$50
Main Board Damage	District Covered	$25	$25	$50
All Other Damage	District Covered	$5	$5	$10
Charger Replacement (Lost/Stolen)	$20			

Telephone Policy

WG Early Learning Center and Elementary have telephones in all classrooms. All teachers and associates have access to voicemail. To provide an environment conducive to quality

learning, the building secretaries will not interrupt teachers during class with telephone messages (except for emergency situations.) The teachers may take calls on their classroom phones before 8:15 a.m. and after 3:35 p.m.

Textbooks
Textbooks and technological equipment will be handed out as needed by the individual classroom teachers. Once in the possession of the student they become the student's responsibility to take care of for the duration of the time they are used. Destroyed and/or misused textbooks or technology may be subject to a fine or replacement cost fee.

Visitor Procedures
We ask that all visitors to the school (including parents) sign in and out upon your visit to school. Please bring your drivers license with you to check in. Once in the office we would ask all visitors to wear a clearly identified ***Visitor's badge***. This will help us monitor individuals in our building and will assist in keeping our school safe.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Further information regarding the visitor policy can be found on the school's website under Board Policies, 903.3 Visitors to School District Buildings & Sites.

Weapons Policy

The Woodward-Granger Community Schools will not permit or tolerate the possession, display, or use of weapons by any person on school premises or vehicles, while the person is participating in or attending District events and activities, or while the person is away form school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles, or to school activities. When appropriate, violations of this policy will be reported to law enforcement agencies. Weapons under the control of law enforcement officials shall be exempt from this policy.

Definition: Any object which is used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, look-a-likes, and simulated weapons, including toys.

Firearms: Any student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one calendar year. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student

on a case-to-case basis. For the purposes of this policy, the term “firearm” includes any weapon which is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler, or silencer for such a weapon, or any explosive, incendiary device, or poisonous gas.

Website
Please check us out on the web for additional information at **www.wghawks.school**

SPECIAL SERVICES & PROGRAMS

HEARTLAND
AREA EDUCATION AGENCY
Extending your reach.

Area Education Agency (A.E.A.)
Our school is served by the Heartland A.E.A., which has offices in Adel and Johnston. They provide a variety of services to the school including, but not limited to, special education, hearing screenings and consultation services. There are also divisions that handle media services, in-service training and a variety of teacher training programs. If you have a concern about a child and/or would like more information about A.E.A. services please call the school.

Heartland AEA 11 will conduct its annual Hearing Conservation program during the upcoming school year. Students in kindergarten, first, second, third, fourth, and fifth grades will receive a hearing screening.

Students who do not pass this screening will receive a repeat screening and may receive individual hearing tests by the audiologist and consultation with school personnel. **Parents will be notified about the results of the hearing test if their child does not pass the test.** This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist this year, please notify the school. If there are any questions about the hearing testing program in your school, please contact your school nurse or principal.

Title I Reading & Math
The Title One reading and math program is a federally funded program, which provides assistance for students who are encountering difficulty with reading and math skills. Participation in the program is determined via Iowa Assessments, and other assessment data collected throughout the year.

Teacher recommendation and previous participation in the program are also taken into consideration when qualifying students for the program. The Title I program is a pullout program in addition to the student's reading and math instruction that is offered in the regular education setting. Students meet with the Title I teacher on a daily basis.

TAG/E.L.P – Extended Learning Program
This program provides enrichment/extension to identified 2nd through 5th graders. Identification for a pull out program is based upon performance on standardized assessments, such as the ISASP, CogAt, and other district administered data sources. Other supporting documentation may include but are not limited to: samples of student work, teacher recommendation, and parent recommendations.

The program provides complex grade-level challenges to meet the academic needs of advanced learners. Please contact the ELP teacher for more information at the Elementary at 999-2357.

ESL/ELL-English Language Learning Program
This program provides individualized learning to all TK-5th graders in the area of learning the English language and recognition of the cultural differences within society. Students qualify based on need established by the home language surveys, parent/teacher recommendations and language related assessment scores. This program is in addition to regular education programming.

Educational Intervention
The school district, in its educational program has a process to assist students experiencing behavior and learning difficulties. The principal of each student center has further details as to procedures in this process. Parents wanting access to this process should contact the principal at 999-2357.

504
Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligations under section 504, the Woodward-Granger Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs, practices or activities sponsored by the school.
The Woodward-Granger Community School District has responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. The 504 coordinator, Bekka Maass, may be contacted at 999-8022 during regular business hours.

Special Education Services
Woodward-Granger Early Learning Center and Elementary Schools offer a combination of Special Education pullout and inclusion classes for students determined to have learning/behavior/speech disabilities. We serve students with diverse needs in multi-categorical settings. Dedication is given to providing quality programming. We focus on using creative ways to provide services to students such as:

- Co-teaching between special and regular education teachers.
- Small cooperative learning groups where students help each other learn.
- One to one skill building instruction with a teacher.
- Parent involvement in written plans.
- Available teams to broaden the support for students with special needs.
- Adult mentoring programs for students who could benefit from the service.

Guidance/At-Risk
Guidance is a total staff responsibility and is a developmental and preventative program responsible for assisting all individuals to develop:

- Positive self-concepts and effective human relationships
- Competencies in decision making and planning
- Awareness of current and potential life roles utilizing whole class activities, small group meetings, and individual counseling, the elementary school counselor assists students in learning to use life skills, goal setting, critical thinking, and problem solving, and by gaining self-awareness and looking at career options.

Parents are welcome to contact our counselor at any time.

Library
Elementary students will have a scheduled library time each week. During the scheduled library time, students will be encouraged to check out library materials. Books are checked out for two weeks and must be returned or renewed at the designated time. It is very important to return books on time so that others may check them out and also, to prevent loss. Students are responsible for all material checked out and will be charged for any damaged or lost library materials. Please report any lost or damaged materials to the librarian at once.

Band
Band is offered as a co-curricular activity for fifth grade students. If your child enrolls in band, he/she will have opportunities to participate in concerts and contests as well as develop an appreciation for the fine arts. Students are given the opportunity to try all of the instruments so that the band teacher can guide them in making appropriate choices. Band classes and group lessons are taught during the school day outside of regular instruction times. Attendance and practice commitments are expected.

Music
All elementary students participate in regular music classes each week. Concert schedules will be announced during the school year. These concerts are considered a required part of the music program, and it is very important that all students attend.

Art
Students, grades TK-5, will have art class once during every six-day rotation cycle. During this time students will learn the elements and principles of design and art appreciation appropriate to their level of development. They will create art that incorporates this knowledge and also provide for individual exploration of their own creative abilities and expression.

Physical Education
Early Learning Center and Elementary students participate in Physical Education classes a minimum of 30 minutes a week throughout the school year. The key elements of the program are sportsmanship, fitness and skill development. Team building through cooperative activities and problem solving, large group games to develop basic strategies and skills, movement activities and lead up activities in team/individual sports are all part of the program.

Students must wear appropriate footwear for P.E. class. Students will not be allowed to participate and will observe the instruction if they are not wearing appropriate footwear.

Health
Health/Wellness education is looked upon as being critical to the overall development of children. Health is taught through a variety of formats and classes embedded within the regular curriculum in classes such as PE, Science, and Guidance.

CLOSING

Thank you for reviewing this handbook. Please expect this to be available online in electronic format and in the Early Learning Center and Elementary offices as a hard copy. We look forward to serving you and your family in the upcoming school year.

If you have any questions regarding this handbook and/or any further concerns please feel free to contact Mrs. Truitt at the ELC or Mr. Brummond at the Elementary building.

The statement below is communicated with families via the District's Infinite Campus Parent Portal. Acknowledgement is provided electronically.

STUDENT HANDBOOK RECEIPT FORM

The Woodward-Granger Community School District requires that a parent/guardian of each currently enrolled student annually acknowledge review and receipt of the District's current student handbook. The handbook is a

binding document that is approved by the District's school board and supplements law and board policy. Students and their parent(s)/guardian(s) are expected to know and adhere to the expectations outlined in the handbook. Failure to follow these expectations may result in disciplinary consequences for students.

Please review the 2026-2027 Student and Parent Handbook and complete this form to confirm your receipt, review, and understanding.

By signing this form, I certify that I am the parent and/or legal guardian of the student for whom this form is being completed and that I have the legal right to make educational decisions on behalf of that child. I acknowledge that I have received and reviewed the 2026-2027 Student and Parent Handbook and that I understand that my child is expected to adhere to the relevant requirements outlined in the handbook or face potential disciplinary action. I further acknowledge that, if I have questions or need clarifications about the content of the handbook, it is my responsibility to contact my child's school principal for support.

- ☐ Check this box to confirm that you have received the 2025-26 Student and Parent Handbook