

2011 – 2012

Elementary Handbook

CHARLES CITY COMMUNITY SCHOOLS



"The mission of the Charles City Community School District is to be a caring educational organization that strives to meet the needs of every student, and provides an environment in which students and employees can achieve their maximum potential"

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Mission Statement

"The mission of the Charles City Community School District is to be a caring educational organization that strives to meet the needs of every student, and provides an environment in which students and employees can achieve their maximum potential"

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Andy Pattee and can be reached at (641) 257-6500. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Elementary Student Assistance Resource Committee is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Wendy Cruse, Elementary Principal, at (641) 257-6560 or (641) 257-6570.

Educational Equity (Code No. 602.1)

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, socioeconomic status, creed, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students, parents, employees and others doing business with or performing services for the Charles City Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age(except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age(except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquires concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Andy Pattee
500 N. Grand Ave.
Charles City, IA 50616
641-257-6500

who has been designated by the school district to coordinate the school district's effort to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA § 504 and Iowa Code § 280.3(2007).

Legal Refs.: Civil rights Act of 1964, as amended in 1972,
Title VI, Title VII Executive Order 11246, 1965, as amend-
ed by Executive Order 11375 Education Amendments of
1972, Title IX (P.L. 92-318) 45 CFR, Parts 91, 86 (Federal
Register June 4, 1975; Aug. 22, 1975) Education for All
Handicapped Children Act (P.L. 94-142)
Vocational Rehabilitation Act, Sec. 504
IA. Civil Rights Act of 1965 (Chapt. 601A)
IA. Code Sections 257.25; 280.3; 601A.9;
IA. Administrative Code 3.5(5), (6)

Cross Refs.: 401.1, Equal/Opportunity/Affirmative Action
602.3, Special Education Program Philosophy

Date of Adoption: November 9, 1992

Revised: November 14, 1994, April 14, 2003, September 10, 2007

Reviewed: January 8, 1996, May 8, 2000, March 10, 2003, February 23, 2009

Student Records Access (Code No. 506.1)/Directory Information

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student, unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may

request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

The school district or its officials or employees may disclose the following directory information without obtaining consent from the student or the student's parents or guardians:

- a. the student's name, age, enrollment status, address, and telephone number
- b. the names, addresses, email addresses, and telephone numbers of the student's parents or guardians
- c. the student's date and place of birth
- d. the student's grade level and fields of study
- e. the student's participation in officially recognized activities and sports
- f. the weight and height of members of athletic teams
- g. the dates of attendance and the building attended in the district
- h. degrees, honors, and awards received by the student
- i. the most previous educational agency or institution attended by the student
- j. photographs and likenesses of the student

However, if an eligible student, parent or guardian notifies the building principal or superintendent in writing by the start of each school year (or within ten (10) calendar days of enrolling in the district if a student enters after the start of the school year) that he/she does not want any of the above-listed items to be considered directory information capable of being disclosed without consent, then such information shall not be released with respect to that student without consent.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committee;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency; or,
- As directory information

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing,

unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal ref.: No Child Left Behind, Title IX, Sec. 9528, P.L. 107-110 (2002); USA Patriot Act, Sec. 507, P.L. 107-56. (2001); 20 U.S.C. § 1232g, 1415 (2008); 34 C.F.R. Pt. 99, 300.560 - .574 (2008) ; Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10 (2008); 281 I.A.C. 12.3(6); 41.20; 1980 Op. Att'y Gen. 720, 825.

Date of Previous Adoption: January 12, 1987

Reviewed: Aug. 24, 1992; Dec. 11, 1995; Dec. 13, 1999

Revised: September 10, 2001, December 8, 2008

Jurisdictional and Behavioral Expectations Statement

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, 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, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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, detention, 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, rules, regulations and student handbook provisions 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 Lincoln or Washington office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. 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 and vehicles. 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.

Definition of a Homeless Child

Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a "Homeless Child of School Age":

- as a child between the ages of 5 and 21
- who lacks a fixed, regular, and adequate nighttime residence
- including a child or youth who is living in a car, tent, or abandoned building or some other form of shelter not defined as a permanent home
- who is living in a community shelter facility
- who is living with non-nuclear family members or with friends (includes doubled-up families).

NOTE: The Iowa Definition is for school-age children and youth, ages 5-21, and the Federal Definition is for individuals of any age.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the 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. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

School Calendar

The Charles City School calendar is located on the last page of this handbook.

School Day

Students may be present on school grounds before 8:00 a.m. or after 3:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Elementary students must be in their seats at 8:25 am. The elementary school day ends at 3:00 pm.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the elementary office on the day of the absence prior to 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must check in at the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents or have received a telephone call from a parent.

Students are responsible for arranging to make up missed school work. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

Repeated absenteeism will be addressed by the building attendance board/problem-solving team. Parents will be contacted when attendance concerns occur. An action plan will be put in place to help resolve the issue of excessive absences.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by the following venues. The missed day may have to be made up at a later date.

Radio Stations:

KCHA	1580 AM or 96 FM	Charles City
KLSS	106.1 FM	Mason City
KAUS	1480 AM or 100 FM	Austin

TV Stations:

KIMT	3	Mason City
KWWL	7	Waterloo
KCRG	9	Cedar Rapids
KAAL	6	Austin
KTTC	10	Rochester
	4	Local Channel

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting kindergarten the parent/guardian must provide proof of immunizations. Students transferring into the school district must provide proof of immunizations or sign a provisional certificate which expires sixty (60) days after entering school. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students not in compliance with Iowa Department of Public Health immunization requirements will be excluded from school. Students entering from a foreign country must offer proof of immunizations prior to the first day of attendance. These students may also be required to pass a TB test prior to attending school.

Physical and Dental Examinations

Students are required to receive a physical and dental examination prior to entering kindergarten.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm 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.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by trained personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents. The school will accept a written parental request with a properly labeled bottle of medication for the first day. A school request form will be required before any further dose of medication will be administered.

Unless a specified time is written, noon will be considered during the lunch hours. Medication prescribed for three times a day will be given OUTSIDE of school hours unless ordered by a physician for a specific time during school hours.

The **PARENT**, not the student, will transport any Scheduled medication (ADHD drugs, narcotics) to school.

The prescription label and the medication request form must match. The parent must fill out a new medication sheet with any medication change as well as provide a corrected label for the medication bottle.

Requests for PRN (as needed) medications such as Aspirin, Tylenol, decongestants, antihistamines, etc. will be granted on a short term basis. There will be no year long usage without a physician order. This may be requested at the beginning of each trimester. A physician order may be requested should usage be deemed excessive by the nurse assessment.

School personnel will not administer herbal supplements or vitamins during the school day. The Iowa Board of Nursing does not allow the administration of these medications at school per parent request.

Medication Permission Form

CHARLES CITY COMMUNITY SCHOOL DISTRICT

PERMISSION FOR GIVING MEDICATION AT SCHOOL

Student Name _____ Grade _____

Medication _____ Route: Please circle: oral, eye/nose drops, inhaler

Dosage _____ Time Given _____

Start Date _____ Ending Date _____

Can this information be shared with staff who serve your child? Yes or No

Do you want this medication given when school starts late or dismisses early? Yes or No

Do you want this medicine given when school begins 1 or 2 hours late? Yes or No

Illness or condition requiring medication _____

Parent Signature _____ Date _____

For staff giving medication

Initials	Signature

Medication disposed: Date _____ Number _____ Initials _____ Witness _____

Illness or Injury at School

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In case of serious injury or illness, the school shall attempt to notify parents according to the information on the student registration form which is filled out by the parent at registration. If the student is too ill to remain in school, the student will be released to the student's parents or with parental permission, to another person directed by the parents.

If parents or their designated emergency number cannot be reached and the need for medical care is urgent, emergency services will be contacted. The school will attempt to notify parents of treatment destination.

Children will be excluded from school when their temperature is 99.6 degrees and should not return to school until their temperature has been normal for 24 hours. Exclusion from school will also be advised when other significant symptoms are present such as vomiting or diarrhea.

Physical Education Excuse Policy

If a student must be excused from physical education because of medical reasons, a written note from a doctor, parent or guardian must be sent with the student, and it applies only for the date(s) mentioned in the excuse. After three parent or guardian excuses a Dr's excuse may be required.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the Lincoln or Washington offices.

Communicable Diseases

Cases of communicable disease should be reported to the school so action may be taken to reduce their spread.

When appropriate, parents of students in the affected child's homeroom will be notified of any contagious disease that have been identified so they can be watchful for any similar symptoms in their child(ren). Due to confidentiality issues, names of the involved student will not be released.

Students with contagious diseases will be excluded from school until such time that their condition does not endanger the health of others. A signed release from a physician may be required for re-admittance if so requested by the superintendent or his /her designee.

Health Screenings

Throughout the year, the school district performs health screenings for vision, hearing, heights and weights in certain grades. Students are automatically screened unless a parent submits a request in writing asking that the student be excused from the screening. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated **Ron Hoffman at 641-257-6530 as its Level I investigator**. He may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Assemblies

Throughout the year the school district sponsors school assemblies. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Field Trips

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Students attend field trips unless, for disciplinary reasons, the privilege is taken away. Prior to attending a field trip, parents must check the appropriate box on the student registration form.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the school board. Funds raised remain in the control of the school district or the Parent Teacher Organization. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Use of School District Facilities by Student Organizations

School district facilities are available during nonschool hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest

in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal "Warning" will be issued to the student. The student may lose Internet access at the discretion of the supervising teacher.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student may forfeit all Internet privileges for a minimum period of 2 weeks.
- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student may forfeit all Internet privileges for the balance of the school year.

ACCEPTABLE USE POLICY – ELECTRONIC INFORMATION RESOURCES (Code No. 502.12) *Revised June 8, 2009*

The Board of Directors of the Charles City Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area networks, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Charles City Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, network, and/or internet connection.

Access to the District's computers, network, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have an acceptable use agreement on file prior to having access to using the District's computers, network, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, network, and the internet, they may still be exposed to information from the District's computers, network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's

computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations.

Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members are required to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

Acceptable Use

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, socio-economic status, gender identity, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repaste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- Do not use the District's computers and/or network to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

- Do not access social networking sites (i.e. myspace, facebook) or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet by using a non-District internet service provider within the District's locations.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers or network or use the District's internet connection from a non-District computer or device without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room unless it has been approved as an educational service or program while using the District's computers, network, and/or the District's internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs that are not related to the District's educational program without prior authorization from administration, faculty or the technology coordinator.
- Do not vandalize the District's computers, or its network. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your

password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers and/or network for any commercial or for-profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, and/or the internet to access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, network, and/or the internet.

Although reasonable efforts will be made to make sure students will be under supervision while on the network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers and network, including use of the internet, through their teachers and/or appropriate supervisors. Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and network, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, and internet access including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information user's access on the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, network, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Charles City Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption 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 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 except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Care of School Property

All school property grounds and buildings have been designated by School Board policy to be Tobacco Free Areas.

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

School administrators or their designees have the right to request any uncooperative or unruly person(s) to leave school property.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year.

Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated.

Conduct Code

1. Student Discipline and Due Process

This school is authorized by the Charles City Board of Education through the Code of Iowa to use whatever reasonable means that are necessary to insure the orderly process of education. This could involve the following:

1. Staying after school
2. Collecting debris or other custodial duties
3. Payment of fines
4. Removal of privileges such as noon hour or recess
5. In-school detention or time out room
6. Suspension from school
7. Any other reasonable form of discipline
8. Although playground supervision is provided, and injury may occur or clothing torn, the school cannot be responsible for torn garments.

The building administrator may put on hold and later waive any of the above mentioned disciplinary actions pending a suitable restitution plan submitted by the student and his/her parent/guardian.)

2. Student Dress Policy

General Classroom Appearance

Students should dress and groom themselves in an appropriate manner at all times, and their appearance should reflect good taste. Individual appearance is mainly the responsibility of the student and his parents. Parents will be called if a student's appearance disrupts the education process or the child may be sent home if not appropriately dressed.

3. Detention Offenses

- a. Swearing: Swearing, foul language, intimidation and inappropriate gestures will not be tolerated in the elementary schools.
- b. Fighting: Fighting will not be tolerated in the elementary schools. There are better ways to solve disagreements than fighting. The school principal or teacher(s) will be glad to furnish alternate ways to settle disputes. Premeditated fights(such as the meet-me-after-school type) will be viewed as a more serious offense.
- c. Theft: Thievery will not be tolerated in the elementary schools. Children must learn to respect property, respect rights of others, and to learn to live in the social world.
- d. Respect: Disrespect for school personnel will not be tolerated in the elementary schools. Refusal to respond to requests by any member of the school staff in an appropriate manner will be dealt with severely. One condition for school attendance is that the students abide by adult direction. Any expression of disrespect for any adult in any elementary building can never be accepted from students in attendance. Appropriate, courteous behavior is just as much a requirement in school as math or English. Harassment of school personnel will not be tolerated on or off the school grounds. School regulations will be applied if such student conduct occurs off the school grounds and it directly relates to and affects the management, discipline, and efficiency of the school.

- e. Unauthorized Departure: Leaving school without permission will not be tolerated in the elementary schools. Students may not leave the building without school knowledge. Parents or guardians have entrusted the school with the responsibility of keeping track of a student while she/he is in school. The school will take whatever steps are necessary to uphold this responsibility.
- f. Substances: The use of any substance will not be tolerated in the elementary schools. If a student is in possession of tobacco, alcohol, or drugs, the item will be confiscated and the parent/guardian will be notified.
- g. Throwing of Inappropriate Objects: Throwing of objects such as sticks, stones, snowballs, etc. create a dangerous situation and is not allowed on school property.
- h. Harassment: It is the policy of the Charles City School District to strive for a learning environment for students that is free from harassment of any nature. Any action towards or by a student of the district to harass another individual in either a sexual/nonsexual nature shall be a violation of this policy.
- i. Dangerous Weapons: Students found to be in possession of a dangerous weapon as defined by board policy will be subject to disciplinary procedures. (Reference board policy 502.6)

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

Electronic/Technological Devices

Students may not possess radios, CD players, televisions, water guns, toys and other similar items on school grounds or at school activities. Because of the disruptive and distracting nature of cell phones and other communication devices, students may not use these devices in school. School phones are available to students when needed. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately. If cell phones are brought to school, they must be turned off and left in the student's locker, office, or with the classroom teacher during school hours.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 1 day before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Harassment

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within **5** days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within **5** school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within **5** days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within **5** days of the superintendent's response. The board determines whether it will address the complaint.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, 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 unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the building principal.

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. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Curriculum

Reading/Language Arts - There is a very strong emphasis on reading in our elementary schools. The 2007 Harcourt Trophies series is being used in all buildings, using supplemental materials from various resources. Trophies is a research-based, developmental reading/language arts program. Explicit phonics instruction; direct reading instruction; guided reading strategies; phonemic awareness instruction; systematic, intervention strategies; integrated language arts components; and state-of-the-art assessment tools ensure every student successfully learns to read.

Mathematics – The 2002 edition of Macmillian/McGraw-Hill, Mathematics, was introduced to all K-5 students in the fall of 2004. This basal program is supplemented with other instructional strategies such as calendar math and computer-based software. Considerable time is given to the application and use of math skills, problem solving, and quantitative reasoning exercises. All students are encouraged to meet their functional math development levels and demonstrate proficiency in the math standards and benchmarks established by the district.

Social Studies - Harcourt Social Studies - the 2003 edition was adopted for use in grades 1 - 5 during the 2002 - 2003 school year. Students in grade 1 will use the big book version of About the World. 2nd grades will use the text, About My Community while 3rd graders will continue this theme with People and Communities. 4th and 5th graders will focus their attention to States and Regions and United States History respectively. Kindergarteners will continue to use teacher generated materials related to self awareness, families and homes, etc.

Science - Macmillian/McGraw-Hill Science - This 1995 copyrighted program uses the inquiry and investigation technique to help students develop science concepts for themselves. Each grade level will use three to four self-contained units to meet curriculum guidelines.

Physical Education and Health - Physical education is a basic requirement for all students K-5. Physical development and body control are basic to the instructional program. Fitness and skills are stressed through organized gymnastics and organized game play.

Art - The art program is a comprehensive program K - 5 which helps the child with creative expression, artistic development, development of critical skills and the appreciation of art through various mediums.

Music - Vocal music is taught K - 5. These students use the Silver Burdett Ginn music series and the Orff method for teaching music skills. Orff and Kodaly music methods are the basis for vocal music class. This is a progressive program that builds throughout the six years. Orff deals with rhythm, language, movement ensemble and instrument playing. Kodaly is used for its sight reading and singing strengths that include the solfege (do, re, me, fa, sol, la, ti). Fifth grade students have the opportunity to be involved in their first choral experience in chorus. The Silver Burdett Ginn Series text "The Music Connection 2000" was adopted for use in the fall of 2000.

Instrumental music begins in fourth grade with everyone having song flute instruction followed by a music evaluation test. Students begin instruments in the second trimester and continue lessons through fifth grade. There is an all school fifth grade band.

Cornerstones of Character

Respect

Show respect for diverse individuals and groups
I am considerate of the feelings of others.
I deal peacefully with conflict
I use good manners, not bad language.

Citizenship

Display effective cooperative skills
I care about my school and community.
I obey school and community laws and rules.
I interact positively with others.



Responsibility

Demonstrate appropriate choices and accept consequences
I resist negative peer pressure.
I use self-control.
I am reliable - I do what I say I will do.

Effort

Display positive effort toward learning
I always do my best.
I do not give up - I keep trying.
I am motivated to achieve.

Three and Four Year Old Program

This state funded program serves students three and four years of age and whose parents meet certain income guidelines. The morning schedule includes many developmentally appropriate activities. The afternoon becomes primarily a day care center with rest periods built into the schedule. Parents must be actively involved on a monthly basis to remain in this program.

Kindergarten

The Charles City kindergarten teachers believe that a high quality kindergarten program provides a safe and nurturing environment that promotes the physical, social, emotional, and intellectual development of the children we teach. We firmly believe that learning is an interactive process and we are continually striving to build a developmentally appropriate program.

Our curriculum is planned to be appropriate for the developmental age span of the children within our groups. When we implement this curriculum we pay close attention to the individual children, focusing on their different needs, interests, and development levels. Our plan develops children's self-esteem and encourages a positive attitude towards learning. We communicate our curriculum to parents through a weekly newsletter, events, and programs throughout the year.

The kindergarten schedule varies to meet the needs and interests of our children. Our curriculum includes opening exercises, writer's workshop, developmental activities projects, math, science, storytime, whole language activities, centers, reading readiness, recess, lunch, P.E., art, music, computer lab, library, thinking skills (TAG program), and various thematic units.

Kindergarten is all-day-every-day.

Grade Reports

Students receive progress reports in the form of report cards at the end of each trimester. Students and parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework could result in loss of class credit and a failing grade in the class.

Standardized Tests

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

Testing Program

Students in grades 3, 4 and 5 take the Iowa Tests of Basic Skills.

Multiple assessments have been designated to measure district developed standards and benchmarks.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent's Office for information and forms.

Honor Roll and Academic Honors

The school district honors students who excel academically.

Section 504 of the Rehabilitation Act of 1973

It is the policy of the Charles City Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of this district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under the policy even though they do not require services pursuant to the "Individuals with Disabilities Education Act (IDEA)".

Title I Compact

Parent/Student/School

The elementary schools are eligible for school-wide funding from the Federal Title I Program. This program requires that parents and teachers develop a compact or expectations for all persons involved in helping students be successful. The following are those expectations in the form of a compact.

THE STUDENT shall:

- Believe that he/she can learn and WILL learn;
- Show respect for himself/herself, the school and other people;
- Obey rules of good conduct and be responsible for his/her own behavior;
- Take pride in the school and help keep it safe;
- Attend school regularly and prepare to learn;
- Work cooperatively with other students and adults;
- Always do his/her best.

THE TEACHER shall:

- Believe that ALL students can learn;
- Show respect for all children and their families;
- Demonstrate professional behavior and a positive attitude;
- Provide meaningful and appropriate learning activities in a safe and positive environment;
- Help all children grow to their fullest potential;
- Enforce school and classroom rules fairly and consistently;
- Seek ways to involve parents in the school programs;
- Regularly provide progress reports to students and parents;
- Maintain active communication with students and parents.

THE PARENT/GUARDIAN shall:

- Provide a home environment that encourages their child to learn;
- Monitor their child's television viewing and encourage reading at home;
- Talk with their child regularly about school activities;
- Help maintain their child's physical, mental, and emotional well-being;
- See that their child attends school regularly and on time;
- Show respect and support for their child, the school and its staff;
- Volunteer time at my child's school;
- Communicate regularly with their child's teachers.

THE PRINCIPALS shall:

- Encourage teachers to meet students' individual learning needs;
- Support teachers in making instructional decisions;
- Provide students a role model of socially appropriate behavior;
- Establish an environment of positive communication for all participants.

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Visitors and Guests

You are most welcome to visit your child's school as often as you like. You should visit once or twice each year to meet the teacher and review your child's progress in school. We strongly suggest a call to the teacher before you plan your visitation to check on class schedules, field trips, or other activities. Several short visits are preferable to one lengthy visit.

We urge you to refrain from bringing non-enrolled children to visit school. They are most often a distraction to you and the pupils in the class.

Visitors to the school grounds must check in at the elementary office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

Legal Status of Student

If a student's legal status, such as 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. The school district needs to know when these changes occur to ensure that the school district has a current student record.

If there are any legal custody limitations or restrictions that would affect school attendance or visitations, legal documents need to be provided to the school by the parent.

School Breakfast and Lunch

Both breakfast and lunch are offered to all children attending school. We use the School Dining System which utilizes family accounts - one deposit and all family members draw off the one account. Accounts must be kept current and with internet access, your account can be monitored.

Applications are available in our Food Service office, located next to the Superintendent's office, for those that may qualify for free or reduced price meals.

Parents are encouraged to send healthy items for sack lunches. Items such as pop are not allowed in the lunchroom.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Failure to comply with the behavior code means the students' privilege to ride may be restricted as outlined in the steps below. If the violation is serious the student may be disciplined at a higher step such as 2, 3, or 4.

STEP 1 Verbal warning - Driver will handle this and document.

STEP 2 Seat assignment will be issued along with a written notice to parent(s) and transportation director. A written warning will be given stating that the next offense will result in suspension of the student's bus riding privileges.

STEP 3 Written notification will be given to parents and principal that the student has been suspended from riding the bus for a minimum of 3 days.

STEP 4 **Severe/Behavior Incident Clause**

Student will automatically lose bus riding privileges for the remainder of the school year if found guilty through an administrative investigation. This is an action that will occur immediately if the incident is serious and/or jeopardizes the safety of the driver or passengers.

The transportation director (in conference with the driver and building administrator) may put on hold and later waive any of the above mentioned disciplinary actions pending a suitable restitution plan submitted by the student and his/her parent/guardian.

BASIC BUS RULES

1. A student shall follow directions the first time they are given.
2. Students must remain seated with their feet on the floor, facing the front of the bus. Aisles must be clear.
3. Student shall not swear, use rude gestures, or tease anyone on the bus. No harmful objects, including any glass are allowed on the bus.
4. Students should keep hands and feet and all objects to themselves.
5. Student shall not litter, write on, or damage a bus in any way.
6. Students are prohibited from eating or drinking on the bus.

Media Center

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

The library learning center is truly the hub of the school program. Reading is so vital to any pursuit in life, we urge your support of the Library Reading Program. We have the check-out system of loan books. All we ask is your cooperation in caring for books which pupils check out and that they will be returned at their due date. Fines will be assessed against excessive damage or loss of books.

In addition to the book loan program we have a fully integrated library skills program.

Student or Building Assistance Team

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Elementary Student Assistance Resource Committee (ESARC) is responsible for this process.

Each building's Elementary Student Assistance Resource Committee meets on a regular basis to discuss individual student performance issues. Representatives from the Area Education Agency 267 (AEA 267) may also assist the school district in this process. Any parent wishing to utilize these services should contact their child's homeroom teacher.

Lost and Found

Contact the office for lost items.

Parent/Teacher Organization

Parents wishing to serve on the Parent/Teacher organization should contact the building office. Names will be referred to the appropriate personnel.

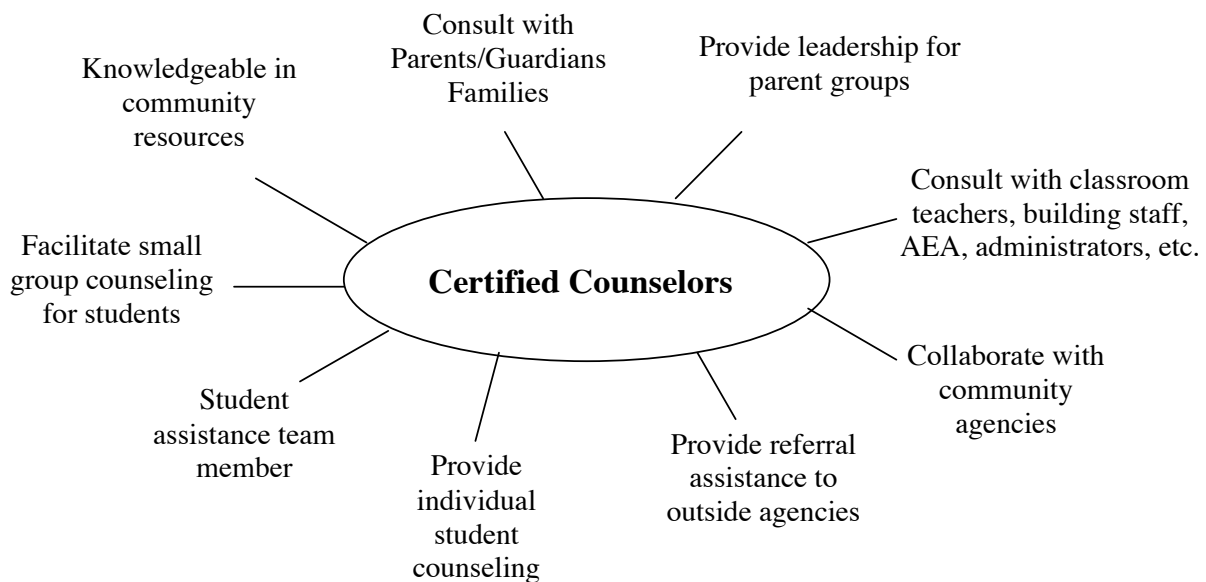
Parent Advisory Committee

A parent advisory committee for the elementary schools meets periodically during the year. Parents interested in serving on the elementary parent advisory committee should contact the building principal at Lincoln Elementary 641-257-6560 or Washington Elementary 641-257-6570.

Guidance Program

The Charles City Elementary Guidance and Counseling Program consists of three components: lessons provided by the homeroom teacher, a student assistance program, and two certified counselors.

The role of the certified counselors includes:



When your child and/or you might see the school counselor:

Family changes	Personal problems	Death or serious illness in the family
Conflicts	Abuse concerns	Making, keeping, and treatment of friends
Behavior concerns	Self improvement	Decision making skills
Fears	Happy occasions	Just because you want to

At the request of your child, you, the teacher, the student assistance team, or other referral.

The Elementary Guidance Counselors welcome your visits and calls. We are here to be helpful to your children.

Lincoln:	Ms. Lahner	257-6560
Washington:	Mrs. Coulson	257-6570

Citizenship

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

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

Inspection of Educational Materials

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

Teacher and Paraprofessional Qualifications

Parents may request, and the district will then provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child. Credential information is available by contacting the Superintendent's office, 500 North Grand Avenue, 641-257-6500.

PARENT INVOLVEMENT POLICY

Parent Involvement: Empowering parents to participate in their children's education.

The Charles City School District recognizes that parental involvement is the key to academic achievement. The term *parent* refers to any caregiver who assumes responsibility for nurturing and caring for children. This includes parents, grandparents, aunts, uncles, foster parents, step-parents, etc.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children's school career. School districts and schools, in collaboration with parents, teachers, students and administrators should establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities in which they serve.

In order to enhance parental involvement, six essential elements should be promoted:

Communication between home and school is regular, two way, and meaningful: Effective communication requires school initiated contact with the parent and parent initiated contact with school whereby both parties provide vital information about a child's strengths, challenges, and accomplishments.

Responsible parenting is promoted and supported: The family plays a primary role in a child's education and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs.

Parents play an integral role in assisting student learning: Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.

Schools are open and inviting to parents and families and are actively seeking parental support and assistance for school programs: Parents are welcome in the school and their support and assistance is vital. Capitalizing on the expertise and skills of parents strengthens the family, school, and community partnership.

Parents are full partners in the decisions that affect children and families: Parents and educators have a joint responsibility to make informed decisions related to all aspects of the education provided to Iowa's youth.

Community resources are made available to strengthen school programs, family practices and student learning: Schools and parents will cultivate relationships with additional members in the community in order to promote and effectively increase educational opportunities for children.

Providing all of Charles City's children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, and communities) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students as well as quality schools.

Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Your trimester school newsletter provides your link to the school activities. These informational memos provide you with up-to-date information about what's going on in school. Special notes carry a specific message pertaining to school practices.

Recess and Playground Rules

Students are expected to follow recess and playground rules shared with them at the beginning of each school year.

Birthday Treats

The School Board Wellness Policy was passed to bring the school district into compliance with government regulations. The policy requires that all food brought into the building by students and/or parents during the school day to be shared with others must be prepared in a commercially inspected kitchen or facility (Examples: grocery stores, deli, and food in original containers as purchased.) We also encourage you to consider healthy snack choices. ***Please do not*** have flowers, balloons, etc. delivered to the school.

Invitations to Parties

Everyone in class should be invited, or if not, invitations should be mailed.

Pets

On special occasions a child is permitted to exhibit a pet in school; the pet must be brought to school and returned home by the parent. The pet should be in a proper cage or container for sharing, unless they are certified and registered by an appropriate organization/agency. A phone message or a note to the teacher is necessary prior to a pet showing.

School Supplies

Each building sends out a grade specific list of school supplies. Extra copies are available in the office.

School Parties

The school observes holidays throughout the school year including, but not limited to, Halloween, Thanksgiving, Christmas, Valentines Day and Easter. Students who do not wish to participate in these holiday celebrations or activities may be excused by the building principal.

Safety Patrol

The school has a safety patrol which assists students in crossing to and from the school grounds. Students must obey the orders or directions of the safety patrol.

School Calendar