

Charles City Community Schools
Lincoln Elementary
Student Handbook 2024-25



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Purpose of this Handbook

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each student is accountable for the handbook's content. More detail can be found in the School Board Policies located on the district's web site, www.charlescitieschools.org. The policies in this document are subject to change due to the continuous review and revision of Board policies. Students or parents with questions or concerns may contact the Lincoln office for information about the current enforcement of the policies, rules, and regulations of the school district.

This handbook is designed to accomplish the following goals:

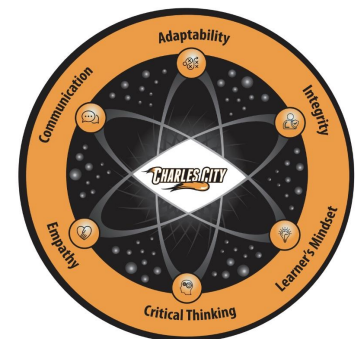
- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district; and
- To provide legal notices as required by the Iowa Department of Education and under federal law.

Handbook 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 district facilities, property, property within the jurisdiction of the district or district premises, district-owned or operated buses or vehicles, and chartered buses. The term "school facilities" includes district buildings and vehicles. The term "school activities" means all activities in which students are involved whether they are school-sponsored or school-approved and whether they are an event or an activity held on or off school grounds.

Essential Competencies:

After a six-month journey in the spring of 2019, a team of 30 students, staff, parents, board members, community, and leadership embarked on the Next 20 Project. During this time, the team worked to develop what are the essential competencies that our graduates may need over the next 20 years to prepare them for success after graduation. Below are the essential competencies this team developed. Every student has the right to learn and will drive all of the teaching and learning that happens each day: adaptability, integrity, critical thinking, communication, empathy and growth.



Essential Competencies

Building Schedule

Regular school hours are from 8:10-3:10. Students may enter the building at 7:50. Breakfast is available from 7:50-8:10. Students not eating breakfast should report to designated spots until dismissed to classrooms at 8:10. Due to safety reasons, students should not be on school grounds or in the school building before 7:50 a.m. or after 3:20 p.m. unless they are under the supervision of an employee or activity sponsor.

Assemblies

Throughout the year school assemblies will be held. Students are required to follow campus-wide expectations during all assemblies.

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. With internet access, parents and students can constantly monitor their accounts.

Students that may qualify for free or reduced-price meals can access an application at any of our campus offices. Parents are encouraged to send healthy items for sack lunches.

Field Trips

Field trips may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the mission and vision. If a field trip is required for a course students are expected to attend. Absences in other classes or school activities due to attendance on field trips are considered excused. 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. Prior to attending a field trip, parents must notate the appropriate documentation on the student registration form.

Pledge of Allegiance

At all Charles City Community Schools campuses, the Pledge of Allegiance shall be reasonably administered daily either corporately or individually by classroom. Student participation is always optional. Students may not be a material disruption during the administration of the Pledge of Allegiance. This policy shall be administered daily through the most reasonable efforts of the administration and staff; however, it may be interrupted due to unforeseen circumstances or events at the school.

Attendance

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 enables students to learn and prepares them for adulthood.

Reporting an Absence

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 office at 641-257-6560 on the day of the absence prior to 9:00 am. If notification is not received, the office will attempt to contact the parents at their emergency number.

Excused Absences

Excused absences will count as days in attendance for purposes of the truancy law. Excused absences include but are not limited to, illness, family emergencies (such as a death in the family or a funeral), recognized religious observances, appointments that cannot be scheduled outside the school day, court appearances, college visits, and school-sponsored or approved activities. The principal may request evidence or written verification of the student's reason for absence.

Students with approved absences will make up the work missed and receive full credit for the work. It is the responsibility of the student to initiate a procedure with the teacher to complete the work missed. School work missed because of absences must be made up with two times the number of days absent, not to exceed five school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

Tardiness

A student is tardy when the student initially appears in the assigned area after the designated starting time.

All incidents of class tardiness will be the responsibility of the teacher. Sanctions may include warning, assigned detention, parent contact and referral to the administrator.

Truancy – Unexcused Absence

A student is **truant** when absent from school or an assigned class without school permission. Work missed must be made up. Incidents of truancy will be recorded and count toward absences per semester. The administrator will determine disciplinary action including, but not limited to, warning, detention, in-school suspension or administrative referral.

Unexcused Absences are all absences other than those considered excused absences (see above) and include but are not limited to family vacations, hunting trips, and senior photo sessions. Spectator trips to state tournaments may be excused, but only at the discretion of the Activities Director.

Unverified Absence

A student's absence is unverified when it cannot be determined whether the absence is excused or unexcused. This is the most serious type of absence because the student's whereabouts are unknown. Unverified absences will be investigated by school personnel.

Excessive Absenteeism

Procedure: After three (3) unexcused or a combination of nine (9) unexcused and excused absences, student absenteeism is considered excessive.

1. Six (6) unexcused, a letter of "Excessive Absence" will be sent to the parent and forwarded to the Problem-Solving Team.
2. After nine (9) unexcused, the Student Assistance Team will contact the student and parent/guardian to arrange a meeting, which may include referral to an outside agency.
3. After twelve (12) unexcused, a referral will be made to the County Attorney for assistance in rectifying the attendance issue.
4. If the County Attorney agrees attendance is an issue, they will issue a warning letter and "Reasonable Parent Efforts Checklist," and/or a referral for mediation. A mediation hearing may be held with The Floyd County Attorney's Office.
5. If attendance continues to be a concern and in violation of the mediation agreement, a referral to the County Attorney for immediate action can be made at the discretion of the school.

These steps will be followed as shown. Steps can be modified to accommodate individual situations as determined by and/or at the discretion of the student's campus administrator. Referral to the County Attorney may be made at any time during the process. See [Board Policy 501.9 and 501.10](#) for more information.

The school administrator or designee, will determine whether an absence is excused, unexcused or unverified.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in activities are subject to the policies, rules, and regulations of the district. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the campus principal.

Student Extended Absences

Students that notify the school of an absence that exceeds three weeks may be dropped from enrollment if educational services are unable to be reasonably provided. The district shall make every reasonable effort to continue to provide educational services during any extended absence. This decision shall be made by the appropriate Senior Leader with a final decision by the Superintendent or designee. Students that have not provided notification of a long-term absence shall remain enrolled and every reasonable effort shall be made by the district to locate the student(s).

Communication

Classroom Communication

There are many ways to communicate with your child's teacher. Your child's teacher will provide you with those methods during back-to-school-conferences. A campus newsletter will be posted each Sunday evening with important information, events, and reminders. Parents are responsible for knowing the contents of the information sent home.

To protect instructional time, teachers will be available to respond to phone/text messages and emails before and after school and during their prep time. If there is an emergency that you need to communicate, please contact the school office.

Teachers will respond to messages/emails within 24 hours during the school week. Please make sure your email is current in PowerSchool at all times.

Grade Reports

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

Inclement Weather

The missed school days may have to be made up at a later time. If school is dismissed because of inclement weather after the day has commenced, parents are notified by the same process. Parents of students who ride the bus will be advised of the dismissal process by the same notification processes. The superintendent or designee makes the final determination of whether buses will follow regular or alternate routes. If buses follow alternate routes or if parents are made responsible for picking up students at the campus, proper notification shall be made.

If school is dismissed early, extra-curricular activities and practices are generally canceled. The principal may determine whether to hold extracurricular activities or practices on a dismissed day. If the extracurricular activity is to be held on a dismissed day, students and parents shall be reasonably notified.

Academics

Curriculum

Phonics/Phonemic Awareness - The Charles City Community School District utilizes Really Great Reading and Haggerty as the primary resource to teach Iowa Core Foundational Skill standards.

Reading/Language Arts – The Charles City Community School District utilizes the Iowa Core Curriculum in English/Language Arts which focuses on reading, writing, listening, and speaking, as well as foundational skills.

Mathematics – The Charles City Community School District is utilizing the Iowa Core Curriculum in mathematics. The Core Curriculum focuses on both mathematical understanding and procedural skills. To meet the rigorous expectations of the Iowa Core Curriculum, the district has adopted the 2017 *Investigations in Numbers, Data, and Space*, along with other various supplemental resources to provide rich mathematical and problem-based instructional tasks. Considerable time is given to the application and use of math skills, problem-solving, and quantitative reasoning exercises.

Social Studies - The Charles City Community School District utilizes the Iowa Core Curriculum in social studies. The Read Iowa History lessons are used to implement these core standards. Teacher-generated materials will also be used to supplement the class as necessary.

Kindergarten - Spaces & Places

Children's Lives: Comparing Long Ago to Today

Identity

Rules & Responsibilities

1st grade - Communities & Cultures

Meskwaki Culture

People at Work

Schools: Comparing Long Ago, Today, and Other Cultures

2nd grade - Choices & Consequences

Buxton: A Lost Utopia

Environmental Impact

Transportation in Rural and Urban Spaces

3rd grade - Immigration & Migration

American Indians and Westward Expansion

Enslavement to Great Migration

Immigration to Iowa

4th grade - Change & Continuity

The Great Depression and the Dust Bowl

Iowa's Corn and Agricultural Industry

Industrial Revolution

American Revolution

Digital Revolution / Internet Safety

Science - K-3 Instruction is aligned to the Next Generation Science Standards to meet instructional guidelines in this area. Mystery Science is the primary curricular resource used to implement these standards. Lessons are inquiry-based and hands-on to assist students to construct science concepts for themselves and how to think critically to solve problems. 4th grade follows NGSS 5 E's of Science Instruction: Engage, Explore, Explain, Elaborate, Evaluate

1st grade - Animal & Plants Traits & Survival

Day & Night Patterns

Light, Sound & Communication

2nd grade - Animal Adventures (Animal Biodiversity)

Plant Adventures (Plant Adaptations)

Work of Water (Erosion & Earth's Surface)

Material Magic (Material Properties)

3rd grade - Forces & Motion

Weather & Climate

Life Cycles & Adaptations (Plants & Animals)

4th grade - What is a Scientist?

Erosion & A Changing World

Internal & External Animal Structures (Birds)

Force & Motion (Hotwheels)

Electricity

Physical Education and Health - Physical education is a basic requirement for all students TK-4. Physical development and body control are basic to the instructional program. Fitness and skills are stressed through organized gymnastics and gameplay.

Art - The art program is a comprehensive program TK-4 that assists the child with creative expression, artistic development, and growth of critical skills through the appreciation of different mediums.

Music - General music is taught TK-4th grade using First Steps, Conversational Solfege, and Kodaly methods. These strategies focus on creating tuneful, beautiful, and artful musicians as well as growing and strengthening their sight-reading and singing skills. All of the methods used provide a well-rounded and diverse experience for all students. This is a progressive program that builds throughout the student's elementary career focusing not only on

music theory but the love and joy that the medium can bring.

Instrumental music - begins in 4th grade with everyone being introduced to a wide variety of instruments. Students begin playing instruments at the end of 4th grade, with lessons offered during the summer and continuing into 5th grade.

Counseling Program

The Charles City Elementary Guidance and Counseling Program consists of three components:

1. Lessons provided by the counselor
2. Small group skill instruction
3. Serve as a liaison for outside services

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 referrals.

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

Lincoln: Ms. Dohlman 257-6560

Washington: Mrs. Thomson 257-6570

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 or their designee. Persons wishing to view instructional materials or to express concerns should contact the campus principal.

Library

The school library is available to students during school hours. The library is a place for study and research. Students are expected to conduct themselves as if they were in class while in the library. There is a check-out system to loan books. Students are asked to provide cooperation in caring for books when checked out and that they are returned at the due date. Fines will be assessed against excessive damage or loss of books. In addition to the book loan program, the District provides a fully integrated library skills program.

Standardized Tests

Students are given standardized tests to determine academic progress for students, as well as the school district, and to comply with state and federal law. Students in grades 3-11 take the *Iowa Statewide Assessments of Student Progress (ISASP)* annually in April. Multiple other assessments have been designated and are utilized to measure Iowa Core and district-developed standards and benchmarks.

Student Assistance Team

Each campus has a process to meet the needs of students who may need additional support to make progress with the general education curriculum. A team from each campus will meet to determine student needs and appropriate support. Representatives from Central Rivers Area Education Agency may also assist with this process. This is also part of the assessment process that is used to determine if a student needs to be considered for special education services.

Teacher and Paraprofessional Qualifications

The District may provide upon request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services. Credential information is available by contacting the

Central Services office.

Parents will be notified in writing if their child has been assigned or has been instructed by a teacher who is not considered highly qualified for four or more consecutive weeks.

Title I Compact

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 they can learn and will learn;
- Show respect for themselves, the school, and other people;
- Obey rules of good conduct and be responsible for their 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 their 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 PRINCIPAL shall:

- Encourage teachers to meet student's 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

Title I Parent and Family Engagement Policy

The Charles City Community School District has a comprehensive educational program to support literacy learning. This literacy program consists of a challenging and diverse general educational curriculum, delivery that utilizes multiple instructional strategies and specialized services provided through Title I. The Charles City Community School District Title I Program provides services to students in need of additional support in literacy learning and is focused on addressing their academic, social, and emotional needs. Parent and family engagement is an important component of a student's success in school.

1. The Charles City Community School District Title I Program recognizes the importance of parent/family involvement in the planning and delivery of student support services. Parents and families are involved in the development of the District Title I plan, the process for school review of the plan, and the process for improvement; The process used to accomplish this will be the School Improvement Advisory Committee (SIAC). If the schoolwide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
2. The District provides coordination, technical assistance, and other necessary support in the planning and implementation of family involvement activities. The District also provides training and materials for families to support student learning. Educators are provided strategies for involving families and for developing meaningful roles for community organizations and businesses to contribute to student learning as part of yearly professional development.
3. The Elementary Positive Behavior & Intervention Support (PBIS) Tier 1 Team oversees the coordination and integration of Title I parent and family engagement strategies with other relevant Federal, State, and local programs.
4. The Charles City Community School District Title I Program conducts an annual evaluation of the content and effectiveness of this policy in improving academic quality. Input from families is sought for this evaluation through various means.
5. Findings of the annual evaluation are considered and incorporated into the Title I plan. Input is considered in establishing the student eligibility process and in refining communication processes. Annually parent/family input is collected and considered regarding the program's effectiveness in meeting the Title I Program goals.
6. Parents/families of children receiving Title I services are provided an orientation to the program. Materials will be displayed and support strategies will be explained in this orientation. Parents/families are requested to read the materials sent home with children. Regular updates on materials, strategies, and student progress occur throughout the school year.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedure to implement this policy.

Expectations for Students

Behavioral Expectations

Our elementary campuses implement the Positive Behavioral Interventions & Supports (PBIS) framework to support student behavior. The campus-wide expectations are: *Be Respectful, Be Responsible, Be Safe*. Students receive explicit instruction around the expectations in each area of the campus at the beginning of the school year and throughout the year, as needed based on campus data.

This handbook is an extension of board policy and is a reflection of the mission, vision, 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 with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, and visitors with respect, courtesy, and kindness. 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 the following school jurisdictions:

1. School grounds
2. School district property
3. Property within the jurisdiction of the school district
4. On school-operated or chartered vehicles
5. Attending or engaging in school activities
6. 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 twelve months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct for the following circumstances:

1. Conduct that disrupts or interferes with the education program
2. Conduct that disrupts the orderly and efficient operation of the school district or activity
3. Conduct that disrupts the rights of other students to obtain their education or to participate in school activities
4. Conduct that interrupts the maintenance of a disciplined atmosphere

Disciplinary measures may include and are not limited to:

1. Reteaching of the expectation
2. Removal from the classroom
3. Loss of recess and/or special activities
4. Detention
5. Suspension
6. Probation
7. Expulsion

The discipline shall be reasonably imposed based upon the facts and circumstances surrounding the incident and the student's prior history and record.

Disciplinary action and/or restitution may occur for student conduct violations, such as the following:

1. Abusive/Inappropriate Language
2. Defiance/Disrespect
3. Property Damage/Vandalism
4. Theft
5. Fighting/Physical Aggression
6. Use/Possession of Illegal Substances or Dangerous Weapons
7. Unauthorized Location
8. Harassment/Bullying
9. Technology Violation

Birthday Treats

The School Board Wellness Policy was approved to bring the district into compliance with government regulations. The policy requires that all food brought to the campus 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 (507.9).

Care of School Property

All school grounds and campuses 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 equipment. Vandalism is not tolerated and students found to have destroyed or otherwise harmed school property may be required to reimburse the 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 disruptive person(s) to leave school property.

Cell Phones/Electronic Devices

Because of the disruptive and distracting nature of cell phones and other communication devices, students may not use these devices in school unless under the supervision of an employee for educational activities. If cell phones are

brought to school, they must be turned off and left in the office or with the classroom teacher during school hours. School phones are available to students when needed. 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.

Cheating

Students are expected to complete their own schoolwork. Cheating by accessing another student's schoolwork through copying or other similar methods is not tolerated and is subject to consequences.

Citizenship

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

Classroom Celebrations

Celebrations are held throughout the school year including but not limited to Fall, Winter, and Valentine's Day. Students who do not wish to participate in these celebrations or activities may be excused by the building principal.

Deliveries to School

Please do not have flowers, balloons, etc. delivered to the school.

Dress Code

Inappropriate student appearance may cause material and substantial disruption to the environment or present a threat to the health and safety of the school. 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:

1. Alcohol or tobacco
2. Wearing shoes with cleats except for outdoor athletic practices
3. Wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks
4. Making reference to prohibited conduct or similar displays

Under certain circumstances in classes or activities, a more strict dress code may be appropriate and student compliance will be expected. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or face additional consequences.

Homework

At Lincoln, teachers may assign homework, extra class activities, or assignments as needed. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, and become acquainted with resources. It also assists in helping students to organize thoughts, prepare for classroom activities, or make-up incomplete classwork. Students are expected to complete homework on the timeline that was created and communicated.

Lost and Found

Any article that is found should be brought to the office immediately. It will be placed in the building's lost and found. Items not claimed (in a reasonable time) may be disposed of or donated to the appropriate organization.

Invitations to Parties

Handing out personal invitations and communications at school is discouraged. Invitations may be handed out at school as long as all students in the class are invited and prior approval has been granted by the classroom teacher.

Legal Status of Student

If a student's legal status such as their name or custodial arrangement should change during the year, the parent or guardian must notify the school district. The school district is responsible for maintaining a current student record. If there are any legal custody limitations or restrictions that would affect school attendance or visitations, legal documents must be provided to the school by the parent.

Locker and Desk Inspections

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. It is the responsibility of each student to keep their assigned locker and desk clean and undamaged. The expenses to repair damage incurred 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 ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections. 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 spaces 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 reported and returned 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 contain illegal or contraband items or evidence of a violation of law or school policy. Such searches should be conducted in the presence of another adult witness when feasible.

Money

The only money that should come to school should be lunch money and money for school-sponsored orders or fundraisers. Please do not send money to school with your child. It opens the risk of getting lost.

Pets

Due to health and safety concerns, the sharing of animals and pets at school is discouraged. Prior approval by the principal is required. If approved, the pet will need to be transported in a proper cage or container and remain there during sharing unless documentation is presented showing that the animal is certified and registered by an appropriate organization/agency.

Posting of Information

Students who desire to distribute and promote information at the campus must have permission from the principal. This applies to information about sponsored or non-sponsored activities. The principal can clarify procedures and policies regarding the posting and distribution of materials.

Recess and Playground Rules

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

Recess Policy

Recess is a part of the daily schedule at the elementary level. All students are expected to participate in outside recess. Only those students who have a dated medical excuse presented to school personnel, or who have prior approval from their teacher or the principal will be allowed to stay inside for recess. Recess is held indoors when there is inclement weather and when the "feels like" temperature is 0 degrees or below. Students are expected to dress appropriately for the various seasons.

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.

School Fees

The school district charges fees for certain items, such as textbook rental & technology fees. Students whose families meet the income guidelines for free and reduced-price lunch are eligible to have their student fees waived partially or in full. Contact Central Services for the required paperwork to complete. This waiver does not carry over from year to year and must be completed annually.

School Supplies

Each campus provides a grade-specific list of school supplies. Extra copies are available in the office. If families need help with obtaining supplies, please contact the school office.

Student Activity Tickets

Students may purchase an activity ticket for admission to certain district activities. Students who do not purchase an activity ticket must pay regular prices to attend district events when applicable.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the board. Funds raised remain in the control of the school district or authorized Parent Teacher Organization. School-sponsored organizations must have the approval of the principal prior to disbursing the funding earned. Classes that wish to donate a gift to the school district should discuss this with the principal for approval.

Students Possessing Personal Defense Items

Students are prohibited from carrying personal defense items on school property. Personal defense items include, but are not limited to, pepper spray, noisemakers, and key chain clubs. Students found in possession of these items shall have them confiscated by the administration and additional discipline if warranted. Multiple violations may include progressive discipline. Students using or displaying a self-defense item on school property may result in school discipline up to and including long-term suspension and expulsion.

Note: This policy does not cover offensive weapons such as firearms, knives, tasers, and look-alike weapons. These items are covered in various other policies.

Student Searches

In order to maintain safety of all people and facilities within the district, school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will discover evidence of a violation of school policy, rules, regulations or the law.

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

1. Eyewitness observations by employees
2. Information received from reliable sources
3. Suspicious behavior by the student
4. Student's past history and school record (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 investigation. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. Age of the student
2. Sex of the student
3. Nature of the infraction
4. 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 they may be in possession of illegal or contraband items and/or has violated district policies, rules, regulations or the law.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. Searches that engage in pat-downs or investigation of garments (such as jackets, socks, pockets, etc.) it shall be executed in private by a school official of the same sex as the student. In addition another adult witness of the same sex shall be present when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of the campus and people 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.

Bicycles, skateboards, scooters, and mopeds, and similar vehicles must be parked in designated areas.

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 necessary school materials and personal items. It is the responsibility of each student to keep the assigned locker and desk clean and undamaged. The expenses to repair the damage incurred to an assigned locker and desk shall be charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the district at all times. The school district has a reasonable and valid interest in ensuring lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections. Students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random sample of lockers, desks, or other spaces 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 transferred to law enforcement.

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 contain illegal or contraband items or there is evidence of a violation of school policy or the law. Such searches shall be conducted in the presence of another adult witness when feasible.

Telephone Use During the School Day

Students receiving telephone calls during school hours generally will not be paged to minimize disruptions to the learning environment. The office will take a message and forward it to the student at an appropriate time. Only in emergency situations are students removed from class or another activity to receive a telephone call.

Health and Safety

When should I keep my child home from school?

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning and to control communicable diseases in school, it is important to keep your child home for the following reasons:

Fever 100.4 degrees and above

Your child should be fever free and off all fever-reducing medications for 24 hours before he/she returns to school

Sore Throat

A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat he/she may return to school 24 hours after antibiotic treatment begins.

Eye inflammation or discharge

If your child's eye is red with cloudy or yellow/green discharge, matted eyelids, eye pain, and/or redness you should keep them home and contact your healthcare provider. If your child is diagnosed with pink eye, he/she may return to school 24 hours after treatment is initiated.

Vomiting and Diarrhea

Your child should stay home until the illness is over (without the use of medication) and for 24 hours after the last episode of vomiting/diarrhea.

Influenza symptoms

This includes sudden onset of high fever, chills, headache, body aches, dry cough, or vomiting. Influenza can be serious and may warrant immediate medical attention. Your child should stay home until the illness is over without the use of medication. Your child must also be fever free without the use of fever-reducing medication for 24 hours before returning to school.

Lice

Head lice infestations are common and are most likely to occur in preschool and elementary-age students, regardless of socioeconomic status or geographic region. A head lice infestation is not a communicable disease and no health risks have been associated with head lice.

If your child is found to have head lice by the school nurse, contact will be made with the parent/guardian. The school nurse will provide the parent/guardian with evidence-based education and treatment instructions from the Iowa Department of Public Health. Students do not need to be sent home or miss school due to head lice; however, it is recommended that parents/guardians begin treatment as soon as possible before their child returns the next day.

Both the American Academy of Pediatrics (AAP) and the CDC recommend schools discontinue the following practices: whole classroom head lice screenings, exclusion for nits or live lice, and notification to others except for parents/guardians of students with head lice infestations. Notification to others may be a breach of confidentiality.

When should you call the school nurse?

We encourage parents/guardians to call with concerns, questions, or updated information- including the following reasons:

1. A new medical diagnosis or change in your child's physical/behavioral/emotional health status
2. A new allergy
3. A newly prescribed medication or a change in the current medication regimen
4. A serious illness, injury, or condition requiring emergency treatment or hospitalization
5. A head injury or concussion
6. An injury requiring sutures, casting, or mobility assistance
7. Contagious conditions such as chicken pox, influenza, strep throat, whooping cough, head lice, or pink eye
8. Your child is absent for three or more days due to physical illness, injury, or mental health
9. If there are any recent changes in your family that may affect your child, such as a birth, recent death, serious illness, military deployment, unemployment or marital separation, or divorce

PARENTS ARE TO TRANSPORT ALL MEDICATION TO AND FROM SCHOOL. PLEASE DO NOT SEND MEDICATION IN YOUR CHILD'S BACKPACK AS THIS CREATES A SAFETY RISK.

Communicable Diseases

Cases of communicable diseases 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 has been identified so they can remain observant. Due to confidentiality issues, the names of involved students will not be released and the school may partner with public health.

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 school personnel.

Dental Screening

The state of Iowa requires that all students entering Kindergarten must provide proof of a dental screening. The screening must be provided by a licensed dentist or dental hygienist and shall be completed no earlier than one year prior to enrollment and no later than four months after enrollment. The Iowa Department of Public Health Certificate of Dental Screening is the only form accepted by the state and can be found [here](#).

Emergency Drills

Periodically the school holds emergency fire, tornado, and intruder 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 activate or provide a false alarm may be disciplined under the school district's policies, rules and regulations, and reported to law enforcement officials.

Emergency Forms

Each year during registration parents must update their contact information as well as an alternate person to contact in case of an emergency and the parents/guardians cannot be reached. This also includes a statement that gives the school district permission to release the student to alternate persons in the event that parents/guardians are not able to be reached.

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, prescriptions, 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 website at <http://www.hawk-i.org/> for more information.

Health Screenings

Throughout the year, the school district performs health screenings for vision, hearing, height, and weight in certain grades. Students are automatically screened unless a parent submits a request in writing asking that they are excused. Upon a teacher's recommendation and with parental permission, students may be screened for reasonable purposes.

Illness or Injury at School

A student who becomes ill or is injured at school must notify their 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. If the student is too ill to remain in school, they will be released to the parents or persons designated by the guardians. If parents or their designated contacts are unable to be reached and the need for medical care is urgent, emergency services may be contacted. The school will attempt to notify parents of the treatment destination.

Immunizations

Prior to the first day of school, proof of up-to-date immunizations must be provided. If immunizations are not up to date, a provisional certificate will be issued. The provisional certificate will allow student enrollment for 60 days and then expire. Per Iowa's state law, at this time students not in compliance with the Iowa Department of Public Health

immunization requirements will be excluded from school. Only for specific medical or religious purposes are students exempt from the state of Iowa's immunization requirements. An exemption form must be completed and turned in to the school prior to the first day of attendance. Students entering from a foreign country may also be required to pass a Tuberculosis (TB) test prior to attending school.

Life-Threatening Allergy Policy (Code No. 507.10R)

Classroom teachers, instructional assistants, and parents in classrooms where one or more students have a life-threatening allergy will be notified at the beginning of the school year. The Charles City Community School District is peanut-aware for grades PK-8. At Washington Elementary and Lincoln Elementary, nuts and nut products may not be brought to school. All food products brought to school must be in its original package with the label.

Physical Examination

Proof of physical examination is required upon entry to Kindergarten. You may find the form [here](#).

Physical Education Excuse Policy

If a student must be excused from physical education because of medical reasons, written documentation from a doctor, parent, or guardian must be provided. The excuse will only apply to the date(s) mentioned in the documentation. After three parent or guardian excuses, a doctor's note may be requested and required.

Student Insurance

Student health and accident insurance is available 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 their campus offices.

Vision Screening

The state of Iowa requires that all students entering Kindergarten and third grade must provide proof of a vision screening. The screening must be completed no earlier than one year prior to and no later than six months after enrollment. There are many providers who can complete the vision screening requirement including a physician, optometrist, public health, or public school. You may locate a vision screening form [here](#).

Parent/Community Involvement

Parent/Teacher Organization

Parents wishing to serve on the Charles City Elementary Parent/Teacher Organization (PTO) should contact the campus office. Names will be referred to the appropriate personnel. PTO meeting schedules will be shared at the beginning of each school year.

Use of School District Facilities

District facilities are available during non-school hours to sponsored and non-sponsored organizations. Students desiring to utilize school district facilities should contact their sponsor or the principal for approval. School district policies, rules, and regulations are in effect during the use of these facilities.

Visitors and Guests

Parents/guardians are welcome to visit the school building at any time. Please note that families and the general public are not allowed on the playground when school is in session and student guests from other schools are not allowed unless approved by administration. Visitors to the school grounds must check-in at the office and will receive a badge from the office for identification to students and staff members.

If you wish to eat school lunch with your student please notify the office by 9:00 am. Students with parents visiting for lunch will sit together at a designated table. We ask that you bring the exact cash amount of an adult lunch, as we do not have change in the office or cafeteria.

In addition to parents/guardians visiting the school building at any time, parents/guardians may visit their child(ren)'s

class with prior approval from the principal. The reason for the visit should be in keeping with the role of the school as an educational institution. Due to health and safety concerns, restrictions may be in place to limit visitors in our buildings at any time.

Transportation

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 policies, rules, and regulations. Students are responsible at all times to the driver or monitor while they are on the bus. The driver has the responsibility to discipline or redirect a student when necessary. They may notify the principal of a student's inappropriate bus conduct.

Failure to comply with the behavior code means the student's privilege to ride may be restricted or removed.

BASIC BUS RULES

1. RESPECT
 - a. Use a quiet voice
 - b. Maintain personal space
 - c. Follow driver/adult directions
2. RESPONSIBILITY
 - a. Remain in seat
 - b. Keep track of your own things
 - c. Report problems to driver
3. EFFORT
 - a. Follow all safety rules
 - b. Be on time - 10 minutes before or after scheduled time
4. CITIZENSHIP
 - a. Be helpful to others
 - b. Keep bus clean
 - c. Greet and thank the bus driver

District Notification and Policies

Acceptable Use Agreement-Technology

When you registered your child for school, you agreed to the acceptable use policy for technology. See section [605.6 Internet & Technology - Acceptable Use](#) in the CCCSD Board Policy.

Asbestos Notification

Asbestos has been an issue of concern on school campuses for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in schools and to act as a guide in formulating asbestos management policies. 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 at Central Services offices.

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

1. Child between the ages of 5 and 21

2. Who lacks a fixed, regular, and adequate nighttime residence
3. Including a child or youth who is living in a car, tent, abandoned building, or some other form of shelter not defined as a permanent home;
4. Who is living in a community shelter facility
5. 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.

Bullying/Harassment

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

The definition of harassment and bullying in the law is: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property
2. Has a substantially detrimental effect on the student's physical or mental health
3. Has the effect of substantially interfering with a student's academic performance
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Traits or characteristics of the student include but are not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser that the student expects the behavior to stop if they are comfortable doing so. If the student needs assistance communicating with the harasser, they should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should:
 - a. Tell a teacher, counselor, or principal
 - b. Write down exactly what happened, using the district's harassment/bullying form available on the school website or in paper form. This should include the following information:
 - 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
 - how the harasser responded

Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes the conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
3. 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 may include unwelcome sexual behaviors that include, but are not limited to:

1. Verbal, physical, or written harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats
5. Advances
6. Requests for sexual favors

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

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, job, etc.
4. Demeaning jokes, stories, or activities

Equal Educational Opportunity

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

Illegal Items Found in School or in Students' Possession

Students are prohibited from:

1. Distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances
2. Possessing or using tobacco, tobacco products, or look-alike substances
3. Possessing weapons or look-alikes (water guns, toys, etc.)
4. Possessing firearms 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
5. Students possessing firearms at school may 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.

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. 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 need to contact the district they are requesting for approval.

Personal Searches

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 they are in possession of illegal or contraband items or have violated district policies, rules, regulations, or the law affecting its orderly operation.

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, book bags, 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.

Search and Seizure

In order to protect the health and safety of students, employees, and visitors of the district and for the protection of facilities, students and their belongings, school-owned lockers, and desks may be searched or inspected. A search of a student and/or their belongings will be justified when there are reasonable grounds to suspect that it will discover evidence of a violation of law, district policy, rules, or regulations affecting school order.

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

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or,
4. Student's past history and school record; 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:

1. Age of the student
2. Sex of the student
3. Nature of the infraction
4. Emergency requiring the search without delay

Section 504 Notice of Nondiscrimination

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, creed, 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, creed, sex, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices.

Any person having inquiries 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:

Superintendent
1204 First Avenue
Charles City, IA 50616
(641)257-6500

This is an official who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3.

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)".

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 employees' physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the superintendent, at 641-257-6500, as its Level I investigator. The alternate investigator is the director of finance at, 641-257-6500.

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 to 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.

Student Complaints

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

1. If an employee is involved, discuss the complaint with the employee within **5** days of the incident;
2. 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;
3. If unsatisfied with the principal's response, discuss with the superintendent within **5** days of the principal's response
4. If unsatisfied, 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 Records Access

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

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

student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent:

- a. the student's name, address, email address, and telephone number
- b. the student's date and place of birth
- c. the student's grade level, enrollment status, and major field of study
- d. the student's participation in officially recognized activities and sports
- e. the weight and height of members of athletic teams
- f. the dates of attendance
- g. degrees and awards received by the student
- h. the most recent previous school or institution attended by the student
- i. student's id number, user id, or other unique personal identifier
- j. photographs and likenesses of the student
- k. other similar information

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Any student over the age of eighteen or parent not wanting this information released to the public must object in writing by September 1 to the principal. The objection needs to be renewed annually.

The School District may share any information with the Parties 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 Parties after adjudication only with parental consent or 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.

Information obtained from others shall not be used as the basis for disciplinary action against the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Student Suspensions

In accordance with board policy and law, students may be suspended for up to 9.5 consecutive days by the campus administration. Students may be suspended 10-15 consecutive days with the written permission of the superintendent in accordance with applicable law (this may not apply to students with IEPs per law). Any suspensions beyond 15 days must be approved by the school board in accordance with applicable law. A parent meeting will be set prior to the return to school following a suspension, student attendance is required.

The vision, mission, and core values of the school district hold school personnel responsible to avoid using suspension in capricious or futile methods. Suspension shall be utilized for the following reasons:

1. For additional time to establish appropriate learning/safety plans, accommodations, and modifications to deter future behaviors.
2. For additional time for school personnel and family to reset learning conditions

3. In rare instances of extreme behaviors, to communicate an expected standard of conduct.

Threats of Violence

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

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:

1. Background of the student including any history of violence or threatening behavior
2. Student's access to any weapons
3. Circumstances surrounding the threat
4. Age of the student
5. Mental and emotional maturity of the student
6. Cooperation of the student and his or her parent(s) or guardian(s) in the investigation
7. Existence of the student's juvenile or criminal history
8. Degree of legitimate alarm or concern in the school community created by the threat
9. Other relevant information from any credible source

Physical Restraint of Student

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to engage in certain actions that prevent harm to persons to property. State law also places limits on school employees' abilities to restrain, confine, and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and/or detain a child. If a child is restrained, confined, or detained, the school must maintain documentation and provide notice to the parent. If there are questions about this policy and law, please contact your school administration. The complete text of the law and additional information is available on the Iowa Department of Education's website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion, and Restraint.