



PK-6 Parent - Student Handbook

2017 - 2018

You Can't Spell SUCCESS Without CCE!

It is the policy of the Clay Central-Everyly School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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(All information contained in this handbook is subject to changes in the law or legal interpretation.)

FACULTY

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Tanya Ecker	Kindergarten
Tierny Rutt	1 st Grade
Lori Larson	2 nd Grade
Lynn Cronk	3 rd Grade
Heather Johnson	4 th Grade
Kendra Muckey	5 th Grade
Jodi Shelton	6 th Grade
Lori Key	Instrumental Music and Vocal Music
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Bruce Tepfer	Art
Marlana Tewes	Guidance
Bev Rinehart	Talented and Gifted
Kathy Barnett	Library

MISSION STATEMENT

To develop and maintain a safe and positive environment that promotes a sense of self worth, responsibility, high expectations, and lifelong learning within our ever-changing society.

VISION

The Clay Central/Everyly School District will become the best, most effective school of choice for parents and students in Northwest Iowa.

PHILOSOPHY

The Board of Directors believes that the Clay Central/Everyly Community School District should provide the most qualified administrative, instructional, and operating staff and physical facilities that it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The Board believes that it is the responsibility of the school to provide learning opportunities for all the children of school age in the district. In addition, the district supports providing educational and/or recreational programs through cooperative programming with other agencies and through self-supporting efforts by the program participants.

The Board believes that, so far as is administratively and economically feasible, students should be treated as individuals with their own particular capabilities, aptitudes, and personalities. The students should be active participants in the learning process and not simply passive absorbers of knowledge. They should be lifelong independent learners.

It is the function of the educational process to provide students with opportunities for obtaining the knowledge, experience, and skills, which careful individual study indicate, will prepare them to make a positive contribution to society and to themselves.

The Board believes all students, regardless of whether they choose a vocation or further formal education, should have satisfactorily completed a basic course of study as outlined in the current handbook before being awarded a high school diploma.

The Board of Directors believes that its purpose and objectives can be realized when the educational program is directed through written board policies, which are based upon state statutes and on the needs of the Clay Central/Everyly Community School District.

Beliefs

1. We believe in equal opportunities for all our children in all our school programs.
2. We believe all of our children can learn well.
3. We believe that we must provide a caring and nurturing environment.
4. We believe that students must have skills that prepare them for life.
5. We believe that our parents and communities are important partners in the educational process.

GOVERNANCE STATEMENTS

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. 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 Diane White and can be reached at (712) 933-2242. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., Eighth Floor, Kansas City, MO 64153-1367, (816) 891-8156, 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 Pre-K through High School Staff is responsible for this process. Representatives from the Area Education Agency (AEA) may also assist the school district in this process. Parents wanting access to this process should contact Marlana Tewes at (712) 933-2242.

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, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, obscene gestures or language, or public displays of affection.

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 twelve months a year. A violation of a school district policy, rule, regulation, or student handbook may result in

disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. 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 Elementary or High School Offices 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.

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), Supplemental Security Income (SSI), 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.

STUDENT ATTENDANCE

In order for students to obtain a quality education and achieve their maximum potential, it is essential for students to attend school regularly. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate school objectives. The purpose of the attendance policy is to aid students in making responsible choices and to promote regular communication between the school and parent(s).

Attendance Requirements

Acceptable attendance is defined as missing ten (10) or fewer days of school per semester (excused or unexcused). While it is sometimes necessary for students to miss school, all attempts should be made to avoid exceeding the maximum. For students at risk of exceeding the limit, the following procedure will be followed:

- Three (3) Absences (per quarter): A school official will contact the parent(s) of the student to review the attendance policy and may hold a meeting to establish a plan for the student's success.
- Five (5) Absences: A school official will contact the parent(s) of the student to review the attendance policy and may hold a meeting to establish a plan for the student's success. Possible consequences could include but is not limited to: principal conference, parent/teacher conference, contacting the school social worker, referral to the Iowa Department of Human Services, and /or contacting the Clay County Attorney.

While the attendance policy applies to all excused and unexcused absences, the following activities are considered exempt from the regular attendance policy and will not count toward the ten absences:

- Hospitalization or other extended treatment of the student that is verified by a medical doctor
- Extended or chronic illness (such as mononucleosis) that is verified by medical doctor.
- Attendance of mandatory court proceedings
- Attendance of a religious service or ceremony
- Funerals
- School sponsored activities
- Other absences at the discretion of the principal may be exempted (i.e. family vacations during the school year are discouraged and homework arrangements should be made ahead of time).

Attendance Requirements for Activities

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate. The remaining half-day must be an excused absence. This rule may be waived at the discretion of the principal.

Parental Consent

All absences require the consent of the student's parent. Please call the school secretary (712) 933-2242 prior to 8:30 a.m. on days your student will be absent. If notification is not received, the office will attempt to contact parent(s) at their emergency contact 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 needing to leave school during the school day must present a note signed by a parent, have their parents call the office, or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission.

When an absence can be predicted, it is expected that the school be notified at the earliest opportunity so teachers can work with the student to complete class work prior to the absence.

Make-up Work

Students are responsible for arranging to make up schoolwork. As a general guideline, Clay Central/Everly Community School conforms to the accepted policy of allowing one day of makeup for each day missed. When the student is absent for several consecutive days, is absent near the end of a grading term, or has accumulated several absences, the teacher may design a special make up schedule. When a student knew of an exam or assignment prior to his/her absence, he/she may be required to take the exam or hand in the assignment immediately upon return to school. When a student is aware that he/she will be absent, he/she must make arrangements to have all work completed prior to that absence.

Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence.

Unexcused Absence (Truancy) and Tardy

Any time students fail to attend their scheduled classes on time without parental consent and office notification, their absence is considered unexcused and penalties apply. Students will be required to make up all class time missed in after school detentions or other consequences as determined by the principal.

"Tardy" is defined as arriving late for class. A student is considered tardy if he or she arrives during the first ten (10) minutes of class.

Tardy consequences will follow guidelines for absences.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified via text alert, KICD radio, and KTIV television stations. The missed day may have to be made up at a later date.

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 rescheduled. 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.

STUDENT HEALTH, WELL-BEING, AND SAFETY

School Grounds

Students may be present on school grounds before 8:10 a.m. or after 3:45 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 thirty minutes of dismissal.

HAWK-I Insurance for Children

Parents may be able to apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to nineteen, who meet certain criteria, may be 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 www.hawk-i.org for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

Emergency Drills

Periodically the school holds emergency fire, tornado, lock-down, and bus evacuation drills. At the beginning of each semester, 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 nonprescription 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 med-certified staff. 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.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee, as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. 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.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

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 office.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school, as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or

participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened, unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

Outdoor Recess

It can be expected that elementary students will have recess outside. Parents should make sure their child is dressed in clothing that is sufficiently warm and protective. During winter months, students are expected to have coats, hats, gloves, snow boots, and snow pants for recess. Students not wearing a coat, snow boots, and snow pants for recess will be required to walk on the sidewalk for the recess. This is to keep students from sitting in wet clothing for the remainder of the day.

If the temperature is too cold, the students will stay in and use the gym for recess. Otherwise, we will be outside.

Playground

Playgrounds and playground equipment are provided for student use during recess. The staff will establish and explain to the students rules for recess and playground behavior. Students are expected to follow the playground rules. The most important rule for all students is to follow the directions of the staff on duty.

Students who choose to play on the playground before or after school do so at their own risk. We make no attempts to monitor behaviors nor do we provide supervision while school is out of session.

Staff members and administration reserve the right to take away recess privileges for in class or playground misconduct or for other matters deemed necessary. Students are expected to obey all reasonable requests made by playground supervisors whether these members be certified or support staff.

If a ball leaves the playground, the student is to report that to the playground supervisor. The student is not to leave the premises to recover the ball.

The school provides toys for the students. We ask them not to bring toys for recess! Some students bring toys for their bus ride, but they must stay in their school bag during the school day.

Roller blades, scooters, and skateboards are not allowed during school hours.

Classroom Discipline

CCE is implementing Positive Behavioral Interventions and Supports (PBIS) school-wide. The three tenets of our program are Be Respectful, Be Ready, and Be Responsible. Expectations for each of these tenets have been outlined for many of the common areas including classrooms, hallways, buses, and playgrounds. Please refer to the appendices for more specific information.

Candy and Gum

Candy, gum and pop will not be permitted during the school day including recesses unless it is a special occasion permitted by the teacher. Pop and candy are also prohibited in lunches from home. Milk and fruit juices are available to all students.

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. A copy of the management plan is available for inspection in the office.

STUDENT ACTIVITIES

Assemblies

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. 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. Students who are not attending assemblies shall report to the office during assemblies.

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.

Sharing Time

The student's teachers may establish a share time, if it is deemed appropriate by that particular instructor. Items should be of an appropriate nature. Weapons and ammunition are not to be brought to school by the student for "show and tell." No play guns or play weapons are allowed at school. If a pet is to be brought to school, this needs to be cleared with the instructor ahead of time. Parents are asked to bring the pet to school and bring it home after sharing. The student, not the school district, is responsible for items brought to school.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules, as well as for violation of school district policies, rules, or regulations.

Student Funds and Fund Raising

The school district supports fund raising activities throughout the school year. The board of directors approves a list of fund raising activities annually. Funds raised remain in the control of the school district and the board. 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.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-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.

Activity Tickets

Student activity tickets are available for purchase at any time during the school year. This would give the child admittance to locally sponsored activities such as football, volleyball, basketball, plays, concerts, etc. Tournament games and musical are not included.

Ticket pricing can be obtained by calling the school office at 712-933-2242.

School Spirit

We are proud of our school and the activities provided. We encourage the children to attend activities but only if they are interested in watching. We discourage children attending an event if they were ill that day and missed school.

Students are to remain seated during the activity until the half or intermission. They are not to run to the concession stand or restrooms until there is a break. If they have difficulty in following these rules, they may be sent home, seated with parents, or requested not to attend.

We encourage pride, enthusiasm, and sportsmanship with the realization that one must also know how to win or lose.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen 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 forty-five days of receipt of the request.

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, 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 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, law enforcement unit personnel, and certain volunteers); 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 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.

4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS, AND 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 Avenue SW, Washington, DC 20202-4605.

STUDENT RIGHTS AND RESPONSIBILITIES

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, 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, backpacks, 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 ensuring 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.

Students are asked to report threats of violence to school personnel at the time it happens.

Weapons, Dangerous or Nuisance Items

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and the student will be subject to disciplinary action which may include suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

Harassment, Bullying, Hazing or Initiations

Harassment, bullying, hazing 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.

The district prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, gender, 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 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 actual or perceived age, race, color, religion, creed, national origin, sex, sexual orientation, physical or mental ability or disability, gender identity, physical attributes, ancestry, political party preference, political belief, socioeconomic status, familial status, or marital status, and 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.

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 Diane White at (712)933-2242 as its Level 1 investigator and Dennis McClain at (712)933-2242 as an alternate. The Clay County Sheriff is the designated Level 2 investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four 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.

Internet

Students may be able to access the Internet through their teachers and/or their own email accounts. 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 disciplinary actions, which may include but are not restricted to, removal of internet access privileges, detention, suspension, or expulsion.

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.

Items prohibited include:

1. Halter tops, midriff blouses, and tube tops.
2. Clothing with suggestive writing or pictures.
3. Clothing which carries inappropriate advertising (alcoholic beverages, tobacco, etc.).
4. Bike tights, frayed cutoffs.
5. Caps, hats, and head bandannas by either sex.
6. Any attire determined to be a distraction to the activities of the school.
7. Shoulder straps less than 2 inches wide will be prohibited.

Under certain circumstances or during certain classes or activities a stricter 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. Students that do not have appropriate clothing available to change into will be issued a school shirt or shorts, and charged \$1.00 laundry fee for the use of school clothing.

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.

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. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

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.

Interferences in School

Students may not possess radios, CD players, cell phones, pagers, beepers, televisions, water guns, toys, and other similar items on school grounds or at school activities. The items are taken away from the students and returned at a later date.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

Complaints

Students/Parents 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;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal;
- If unsatisfied with the principal's response, talk to the superintendent;
- If unsatisfied with the superintendent's response, students may request to speak to the board. 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.

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. Any material deemed inappropriate by the faculty advisor may be removed.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports in the form of report cards at the middle and end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents may access student grades at any time via JMC (online grading system).

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

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 may 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 law. Students are tested unless they are excused by the principal.

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.

Students interested in open enrolling out of the school district must contact Diane White for information and forms.

MISCELLANEOUS

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.

Students wishing to use the school telephone to make a phone call must use the phones in the office and get permission from the building principal or secretary prior to using the phone. A 25¢ fee may be charged.

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/Guests

Visitors to the school grounds must check in at the 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.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. The district maintains a soda free lunch room. Students bringing lunches from home are to bring juice, water or milk to drink with their lunches. Soda or candy is prohibited, please do not send either of these two items in your child's school lunch.

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.

Persons riding in school district vehicles shall adhere to the guidelines in Appendix C.

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.

Guidance Program

The school district guidance program is divided into four separate categories. The categories are individual student planning, school counseling curriculum, response services, system supports, and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Parties in Room

Elementary parties shall be limited to a fall party, Christmas, Valentine's Day, and the teachers' birthdays. They shall generally not exceed one hour and shall generally be confined to the last hour of the school day.

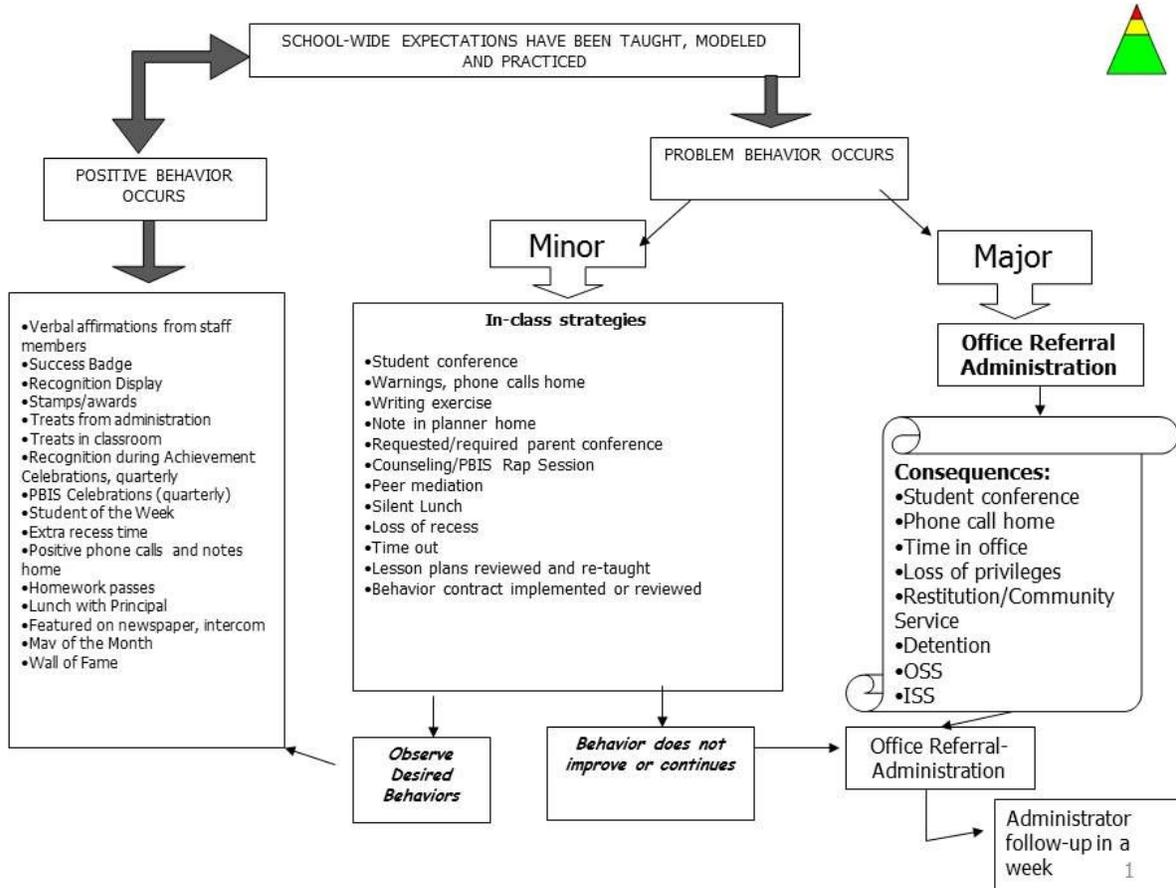
Parents are asked not to send birthday party invitations to school, unless all the boys or girls of a particular class are invited. Please send all invitations via mail.

Inspection of Educational Materials

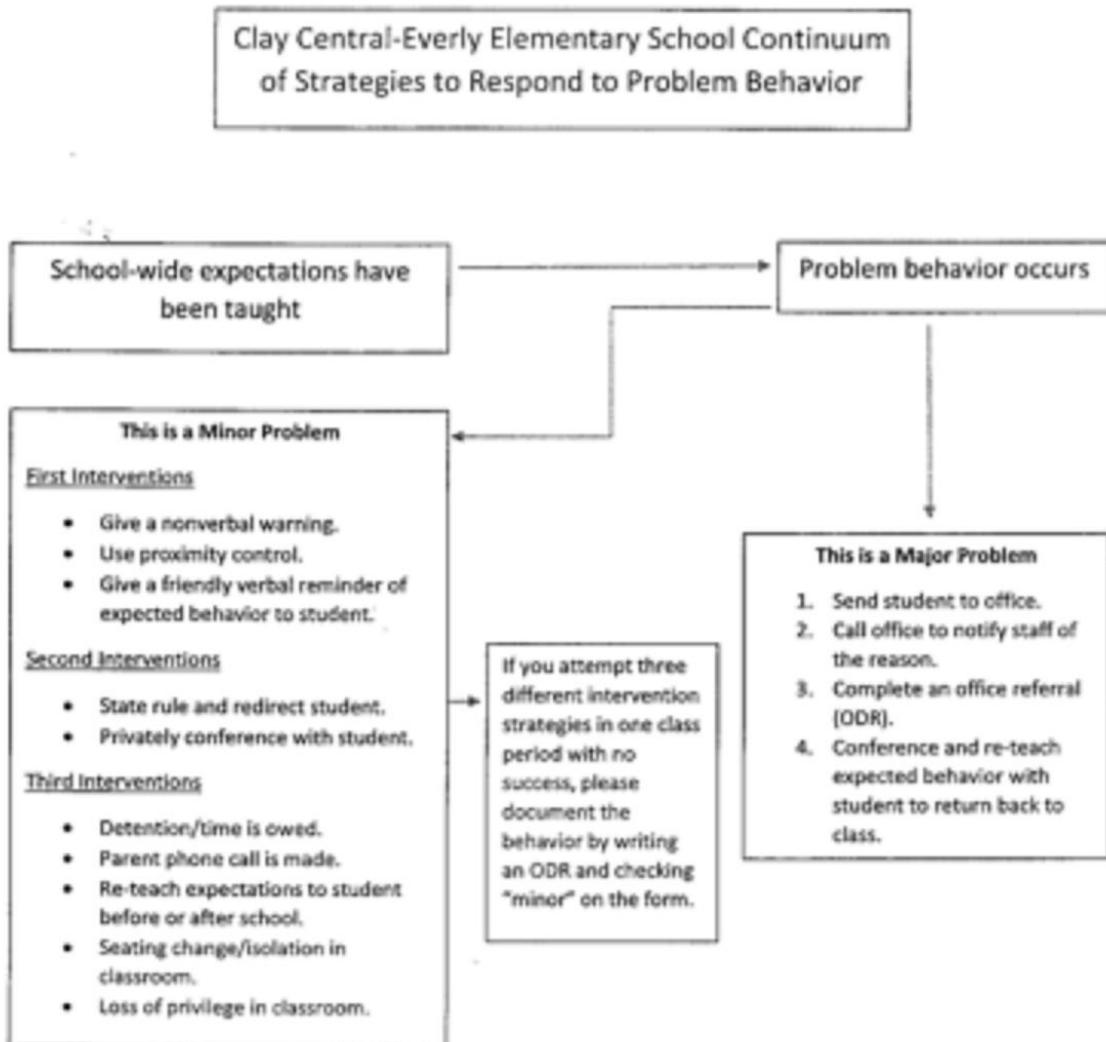
Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to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

Appendix

Appendix A



Appendix B



Appendix C

Expectations	Be Respectful	Be Ready (to learn)	Be Responsible
Classroom	Golden Rule Respect others' ideas and input to discussion	Have supplies ready Assignments complete Enter classroom quietly Be to class on time	Mind your own business Be on task Positive learning attitude
Hallway	Hands/feet to yourself Walking Keep to the right Close lockers quietly Greet others appropriately Manners (ex: walking around others in conversation) Inside voices Care for others' belongings	Personal items organized Get to class/destination on time w/appropriate supplies	Mind your own business Whisper voice Get to class or destination Have all materials you need for school Keep personal belongings in appropriate places Use Line Basics
Bus	Listen to bus driver Appropriate language and volume Hands and feet to self Personal belongings to self Be seated Greetings & Thanks manners	Know emergency procedures Be on time for bus departures/pickups Use Line Basics	Keep bus clean Mind your own business Keep aisle open Take all belongings with you as you leave bus Be aware of food/drink privileges on your bus
Commons (Before & After School Waiting Areas)	Care for others' belongings Mind your own business Quiet voices Hands & feet to self	Leave commons with a learning attitude	Take care of your own belongings Enter building at appropriate time
Playground	Treat others with kindness Solve problems appropriately Use appropriate	Line up when you hear the whistle/bell Hands & feet to self Objects to self Exit & enter building	Report injuries to supervisors Use equipment safely & appropriately Take equipment in

	<p>language Include others who want to play Follow supervisors' directions</p>	<p>quietly</p>	<p>that you brought out Use Line Basics</p>
<p>Restrooms - Locker Room</p>	<p>Hands & feet to self Honor privacy of others Quiet voices</p>	<p>Use at appropriate times</p>	<p>Wash hands Flush Keep bathroom/locker room clean Conserve supplies (soap, tissue, paper towels) Use/Flush/Wash/Leave</p>
<p>Lunchroom</p>	<p>Conversational voices Hands & feet to self Food & utensils to self Manners (Eat w/mouth closed, say please/thank you, keep food to yourself) Be a friendly neighbor</p>	<p>Know your lunch number Wash hands before eating</p>	<p>Clean up after yourself Take care of your tray Pick up utensils/napkins Remain seated when eating and after cleaning up until excused</p>
<p>Commons</p>	<p>Appropriate language and voice level Walk at a safe pace Remove hats/sunglasses</p>	<p>Clean shoes before entering hallway Positive attitude for school Gather appropriate items for class</p>	<p>Keep personal belongings in assigned locker Stay out of others' lockers Keep signage on lockers appropriate and timely Locker basics: clean, closed</p>

