

2020– 2021

Charles City
Elementary Handbook



**CHARLES CITY
COMMUNITY SCHOOLS**

*Our mission is to engage, inspire, and empower
students and staff in order to maximize learning.*

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Mission Statement

The mission of the Charles City Community School District is to engage, inspire, and empower students and staff in order to maximize learning.

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 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.

Equal Educational Opportunity

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic 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.

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
500 N Grand Ave
Charles City, IA 50616
(641)257-6500

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

Formerly policy: 602.1 Educational Equity

Date of Adoption: November 9, 1992 Revised: November 14, 1994, April 14, 2003, September 10, 2007, November 11, 2013

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

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 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 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

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

(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.

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 a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

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

Definition of a Homeless Child

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

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

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

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have

their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the food service office 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 persons in the event the parents cannot be reached. Parents must update Powerschool information or notify the office if the information on the emergency form changes during the school year.

School Day

Regular school hours are from 8:20-3:30. Students eating breakfast may enter the building at 7:50. Breakfast is available from 7:50-8:15. Students not eating breakfast may enter the building at 8:00. Due to safety reasons, students should not be on school grounds or in the school building before 7:45 a.m. or after 3:40 p.m. unless they are under the supervision of an employee or activity sponsor.

Student Attendance

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

Parents who know their student will be absent must notify the office prior to the absence. This can be done through note, phone call, email, or face-to-face. If advance notification is not possible, parents must notify the elementary office on the day of the absence prior to 8:30 a.m. If notification is not received, the office will attempt to contact the parent. Students arriving between 8:20-10:00 will be counted tardy. Students who report to school after 10:00 AM will be counted absent for a half-day. Students leaving before 1:30 will be counted absent for a half-day.

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

Students are responsible for arranging to make up missed school work. Students with prior knowledge of an absence must make arrangements with their teachers in advance to make up schoolwork.

The school determines whether an absence is excused, verified, or unexcused.

1. **Excused absence**-based on professional documentation. Professional documentation may include documentation from doctor, dentist, other health professional, court, or DHS. (If known in advance, the expectation is that school will be notified and make-up work will be completed prior to the absence.)

2. **Verified absence**-based on information provided by parents. This may include student illness when not seen by doctor, funerals, family trip, family emergency, spectator trip to a state tournament, etc. (If known in advance, the expectation is that the school will be notified and make-up work will be completed prior to an absence.)
3. **Unexcused absence**-any time a student is not in attendance and does NOT have a note from a professional or a note from a parent. If a child does not show up for the school day and the parent does not notify the school, this would be unexcused. If the school calls the parent and does not get an answer from the parent, this is also unexcused.

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

1. After 3 unexcused or verified absences, the classroom teacher will make a phone call home.
2. After 6 unexcused or verified absences, a letter will be sent to parents, and the student will participate in an attendance small group with the counselor.
3. After 9 unexcused or verified absences, the counselor and/or principal will contact the student and parent/guardian in an attempt to resolve the issue.
4. After 12 unexcused or verified absences, a request for a formal meeting at school or home to revisit student's attendance goal will be made. At this time, academic progress and attendance history will be discussed and a formal attendance plan may be made.
5. After 16 unexcused or verified absences, the school may refer the student to the Floyd County Attorney. If the County Attorney agrees attendance is an issue, he will issue a warning letter and "Reasonable Parent Efforts Checklist".
6. After 18 unexcused and verified absences, a referral for mediation to the County Attorney may be made and parents will be notified. A mediation hearing may be held with the Floyd County Attorney's Office.
7. If attendance continues to be a problem and in violation of 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, or as modified to accommodate individual situations as determined by and/or at the discretion of the student's building administrator.

Student Extended Absences

Students that notify the district of an absence that is longer than 3 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 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).

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by SchoolMessenger, district social media, and the following local media:

Radio Stations:

KCHA	1580 AM or 95.9 FM	Charles City
KLSS	106.1 FM	Mason City
KAUS	1480 AM or 99.9 FM	Austin

TV Stations:

KIMT	3	Mason City
KWWL	7	Waterloo
KCRG	9	Cedar Rapids
KAAL	6	Austin

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.

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 web site at <http://www.hawk-i.org/> for more information.

Student Insurance

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

Immunizations

Prior to starting kindergarten; the parent/guardian must provide proof of immunizations. Students transferring into the school district must provide proof of immunizations or a provisional certificate will be issued but expires sixty (60) days after entering school. Only for specific medical or religious purposes are students exempt from the immunization requirements. The proper form for exemptions must be filled out and notarized. Students not in compliance with Iowa Department of Public Health immunization requirements may be excluded from school.

Physical, Dental, and Vision Examinations

Students are recommended to have a physical and dental examination prior to entering Kindergarten. All Kindergarten and 3rd grade students also need to have their vision screened and provide proof of screening to the school. There are many ways to have your children screened, including a doctor, optometrist, or school nurse.

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

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. The **PARENT**, not the student, will transport any medication to and from school. The school must know the medications a student is taking in the event the student has a reaction or illness. Written instructions for administration of the medication, as well as parental authorization to administer the medication, must be provided.

Medication is held in a locked cabinet and distributed by trained personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable)

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

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

Requests for PRN (as needed) medications such as Tylenol, decongestants, antihistamines, etc. will be granted on a short term basis. A physician order may be requested should usage be deemed excessive by the nurse assessment.

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

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

Classroom teachers, instructional assistants, and parents of students in classrooms where one or more students have a life-threatening allergy will be notified of these allergies 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.

Illness or Injury at School

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

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

Children will be excluded from school when their temperature is 100.5 degrees and should not return to school until their temperature has been normal for 24 hours. Exclusion from school will also be advised

when other significant symptoms are present such as vomiting or diarrhea. It is recommended that students be vomit and diarrhea free for 24 hours before returning to school.

Physical Education Excuse Policy

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

Medication Permission Form

CHARLES CITY COMMUNITY SCHOOL DISTRICT
PERMISSION FOR GIVING MEDICATION AT SCHOOL

Student Name _____ **Grade** _____

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

Dosage _____ **Time Given** _____

Start Date _____ **Ending Date** _____

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

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

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

Illness or condition requiring medication _____

Parent Signature _____ **Date** _____

For staff giving medication

Initials	Signature

Medication disposed: Date _____ Number _____ Initials _____ Witness _____

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 wind chill factor is 0 degrees or below. Students are expected to dress appropriately for the various seasons.

Head Lice

If your child is found to have head lice, a phone call will be made to notify a parent or guardian. Prompt, proper treatment of this condition is recommended and is in the best interest of the child and his or her classmates. You are encouraged to pick up your child from school, but if that is not possible, your child can remain in school and will be advised to not be in direct contact with other students. The school recommends treating your child before they can return to school the next day. Confidentiality of your child will be maintained and a letter will be sent home only if there have been several cases found in one classroom.

Communicable Diseases

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

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

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

Health Screenings

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

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Marcia DeVore at 641-257-6560 as its Level I investigator. She may also be contacted directly.

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

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

Asbestos Notification

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

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

Assemblies

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

Field Trips

In certain classes, field trips 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 are considered excused absences.

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

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

Student Funds and Fund Raising

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

Use of School District Facilities by Student Organizations

School district facilities are available during 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.

Student Activity Tickets

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

Behavioral Expectations

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 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 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, loss of recess and/or special activities, detention, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

or concerns may contact the Lincoln or Washington office for information about the current enforcement of the policies, rules, and regulations of the school district.

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

Abusive/Inappropriate Language	Property Damage/Vandalism	Theft
Fighting	Use/Possession of Illegal Substances	Disrespect
Physical Aggression	Use/Possession of Dangerous Weapons	Dishonesty
Unauthorized Departure	Harassment/Bullying	Technology
Violation		

Student Suspensions

In accordance with board policy and law, students may be suspended for up to ten 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 IEP's per law). Any suspensions beyond 15 days must be approved by the school board in accordance with applicable law.

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

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

Search and Seizure

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds to suspect 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.

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 the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

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

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 at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

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

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

Threats of Violence

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

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

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

ACCEPTABLE USE AGREEMENT–ELECTRONIC INFORMATION RESOURCES

The Board of Directors of the Charles City Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area network, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Charles City Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material created, accessed, transmitted, and/or posted through the use of its computers, network, and/or internet connection. The District's computers, network, and/or internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

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

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

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations. To the extent practical, steps shall be taken to promote the safety and security of student users of the District's computer network and internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications; discourage unauthorized access, including so-called "hacking," and other unlawful activities by student users; and prevent unauthorized disclosure, use, and dissemination of personal identification information regarding student users.

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

The District's technology coordinator may close a user account or restrict use of the District's computers, network, and/or the internet or other technology resources at any time and District administrators, faculty, or staff may request the technology coordinator to deny, revoke, close, suspend, or otherwise restrict user

accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files; the malicious attempt to alter any computer settings that may impact the District's network; or, any attempt to hack into or otherwise gain unauthorized access to the District's network, computers, or devices. Fines or other charges may also be imposed as a result of loss, misuse, or damage to the District's computers, network, internet and/or other technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

Acceptable Use

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet, or any other technology resources or systems belonging to the District:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, color, creed, national origin, sex, sexual orientation, socio-economic status, gender identity, age, disability, religious or political beliefs, or any legally protected trait or characteristic. Do not use profanity or vulgarities or any other similarly inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not access, create, disseminate or solicit sexually oriented messages or images.
- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repaste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- If you transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer, the District can under no terms be held responsible for that loss of information or data theft.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and child pornography.
- Access to social networking sites (i.e. myspace, facebook) may be limited or blocked during the school day if found to be disruptive in the classroom.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other

storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.

- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a school-issued device by using a non-District internet service provider within the District's locations.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers or secure network from a non-District computer or device without prior authorization from the Technology Department or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs on District computers that are not related to the District's educational program during the school day without prior authorization from Administration, Faculty or the Technology Department.
- Do not vandalize the District's computers, or its network, or other technology resources or systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy or maliciously modify data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that is intended to disrupt the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers, network, and/or other technology resources or systems for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to create, access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, network, and/or the internet.

All student use of the District network and/or internet system on personal cell phones or other personal digital devices used by students while on District property is subject to the provisions of this policy and other applicable District policies. Students may not use the District's network, internet, and/or technology

resources or systems to share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy or any other applicable District policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices while on District property.

To the extent practical, it shall be the responsibility of all members of the District staff to educate, supervise and monitor appropriate usage of the District's online computer network and access to the Internet in accordance with this policy and applicable laws. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Age-appropriate training for students who use the District's Internet facilities will be provided. The training provided will be designed to promote the District's commitment to:

- A. The standards and acceptable use of Internet services as set forth in the District's Internet Safety Policy;
- B. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on-online, on social networking Web sites, and in chat rooms;
 - iii. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies. Although reasonable efforts will be made to make sure students will be under supervision while on the District's network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District's computers and network, including use of the internet, through their teachers and/or appropriate supervisors.

Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other forms of communication. Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, network, and the internet, that they will comply with the policies and regulations, and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, internet access, and/or other technology resources or systems without prior notice, including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. No student

or staff member shall have any expectation of privacy in any computers, network, internet access, and/or other technology resources or systems that are the property of the District. The use of e-mail is limited to District and educational purposes only. Students and staff have no right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by any reason, including but not limited to negligence or omission. Individual users are solely responsible for making backup copies of their data.

The District also is not responsible for the accuracy of information obtained by a user's access to the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user. If any user gains access to a service via the internet which has a cost involved or otherwise incurs costs which are not authorized by the District, said costs will be the responsibility of the user.

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

Dress Code

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Care of School Property

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

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

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

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons or look-alikes (water guns, toys, etc.) are not allowed on school grounds or at school activities, including hunting rifles even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

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 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.

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.

Dual Enrollment Students

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

Electronic/Technological Devices

Because of the disruptive and distracting nature of cell phones and other communication devices, students may not use these devices in school. 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. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Posting of Information

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

Harassment/Bullying

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

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.

Trait or characteristic of the student includes but is 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 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, using the district’s harassment/bullying form available on the school website. 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; and
 - how the harasser responded.

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

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

Sexual harassment includes, but is not limited to:

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

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

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

Student Complaints

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

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

Student Publications

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

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

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

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

Curriculum

Reading/Language Arts – The Charles City CSD is implementing the Iowa Core Curriculum in English/Language Arts. The Core focuses on reading, writing, listening and speaking, as well as foundational skills. The district is using *Units of Study for Teaching Reading* and *Units of Study in Opinion, Information, and Narrative Writing*, along various supplemental resources, including high quality children’s trade books, and research based instructional strategies to meet the rigorous expectations of the Iowa Core.

Mathematics – The Charles City CSD is implementing the Iowa Core Curriculum in mathematics. The Core focuses on both mathematical understanding and procedural skill. To meet the rigorous expectations of the Iowa Core, the district has adopted the 2017 *Investigations in Numbers, Data and Space*, along 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 CSD is in the process of implementing the Iowa Core curriculum in social studies. The 2003 Harcourt social studies textbook continues to be used as appropriate to meet each grade level theme: Kindergarten - Spaces & Places; 1st grade - Communities & Cultures; 2nd grade - Choices & Consequences; 3rd grade - Immigration & Migration; and 4th grade - Change & Continuity. Teacher-generated materials will also be used to supplement the class as necessary.

Science - Each grade level will use three to four units aligned to the Next Generation Science standards to meet curriculum guidelines. Inquiry-based FOSS kits or other inquiry based kits are used at various grade levels. The kits use inquiry and investigation techniques help students develop science concepts for themselves.

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

Art - The art program is a comprehensive program K-4 which helps the child with creative expression, artistic development, development of critical skills and the appreciation of art through various mediums.

Music - General music is taught TK-4th grade using First Steps, Conversational Solfege, and Kodaly. These methods focus on creating tuneful, beautiful, and artful musicians as well as grow and strengthen 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 music can bring.

Instrumental music begins in fourth 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.

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.

Academic Honors

The school district honors students who excel academically.

Cornerstones of Character

Respect

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

Citizenship

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



Responsibility

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

Effort

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

Three and Four Year Old Program

The four year old program is a state funded program through the Statewide Voluntary Preschool Program (SWVPP) grant and serves students four years of age. The district offers a full day session Tuesday-Friday. The program also follows the SWVPP guidelines and uses The Creative Curriculum. An optional extended-day program is offered in conjunction with TLC: The Learning Center before and after school, all day Mondays, and no school days/snow days.

Three year old students that have an *Individualized Education Plan (IEP)* may enroll in the three year old early childhood special education program. The program also follows the SWVPP guidelines and uses *The Creative Curriculum*.

Transitional Kindergarten

Transitional Kindergarten is year one of a two-year kindergarten program that builds a bridge between the preschool years and kindergarten. This full-day, everyday program acts as a building block to the more structured academic setting of kindergarten. Instruction will focus on Iowa Early Learning Standards, with a strong emphasis on social, emotional, and behavioral growth, along with literacy and numeracy. During year two, students participate in the traditional kindergarten program.

Transitional Kindergarten is designed for (but not restricted to) students who turn 5 in late spring/summer and may not be socially, developmentally, and/or academically ready for traditional kindergarten.

Kindergarten

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

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

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

Homework

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

Standardized Tests

Students are given standardized tests to determine academic progress for individual students, for groups of students, for the school district, and to comply with state and federal law. Students in grades 3 and 4 take the *Iowa Statewide Assessments of Student Progress (ISASP)* annually in April. Multiple other assessments have been designated to measure Iowa Core and district developed standards and benchmarks. Charles City CSD uses *Formative Assessment System for Teachers (FAST)* to provide universal screening and progress monitoring for all elementary students in the area of reading.

Human Growth and Development

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

Open Enrollment

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

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)".

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.

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

THE TEACHER shall:

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

THE PARENT/GUARDIAN shall:

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

THE PRINCIPALS shall:

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

Telephone Use During the School Day

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

School Announcements

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

Visitors and Guests

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

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

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

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

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

School Breakfast and Lunch

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

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

Parents are encouraged to send healthy items for sack lunches. Items such as pop and meals/food purchased at fast food restaurants are not allowed in the school cafeterias.

Buses and Other School District Vehicles

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

Failure to comply with the behavior code means the students' privilege to ride may be restricted as outlined in the steps below. If the violation is serious; the student may be immediately disciplined at a higher step.

STEP 1 Verbal warning to student/may assign seat

STEP 2 Warning with student/seat assignment. Driver will complete a discipline referral and a copy will be mailed to the parent. The student, principal, driver, and transportation director will meet.

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

STEP 4 **Severe/Behavior Incident Clause**

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

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

BASIC BUS RULES

1. RESPECT
 - a. Use a quiet voice
 - b. Maintain personal space
 - c. Follow driver/adult directions
2. RESPONSIBILITY
 - a. Remain is 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

Media Center

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

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

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

Building Problem Solving Team

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

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

General Education Intervention (GEI) Process

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

Lost and Found

Contact the office for lost items.

Parent/Teacher Organization

Parents wishing to serve on the *Charles City Elementary Parent/Teacher Organization* (PTO) should contact the building office. Names will be referred to the appropriate personnel. PTO meetings are held the first Tuesday of each month at 5:30 PM in the Washington Elementary library.

Parent Advisory Committee

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

Citizenship

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

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

Teacher and Paraprofessional Qualifications

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

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

Guidance Program

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

The role of the certified counselors includes:



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

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

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

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

Lincoln:	Mrs. Hagensick	257-6560
Washington:	Mrs. Thomson	257-6570

Parent and Family Engagement Policy

The Charles City Community School District has a comprehensive educational program to support literacy learning. This literacy program is comprised of a challenging and diverse general educational curriculum, delivery of that curriculum through the use of multiple instructional strategies and specialized services provided through Title I. The Charles City Community School District Title I Program delivers services to students in need of additional supports in literacy learning and is focused on meeting the academic, social, and emotional needs of each eligible student. 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 CCCSD Title 1 plan, the process for school review of the plan and the process for improvement; The vehicle 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 District, to the extent feasible, through the Elementary Positive Behavior & Intervention Support (PBIS) Tier 1 Team oversees the coordination and integration of Title 1 parent and family engagement strategies with other relevant Federal, State, and local laws and 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 the academic quality of schools served. Input from families is sought for this evaluation through various means: survey of the families of program participants; individual contacts; family focus group meetings; and conversations at Parent-Teacher Organization meetings.
- (5) Findings of the annual evaluation are considered and incorporated into the Title 1 plan. Input is considered in establishing the student eligibility process and in refining communication processes to and from families during a child's participation in the program. Annually parent/family input is sought and considered regarding the program's success and in establishing Title I Program goals.
- (6) Parents/families of children receiving Title I services are provided an orientation to the program. Materials are displayed and support strategies are explained. Parents/families are requested to read the books 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 with 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.

Communications to and from School

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

School newsletters and bulletins distributed throughout the year provide your link to the school activities. These informational memos provide you with up-to-date information about what's going on in school.

Recess and Playground Rules

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

Birthday Treats

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

Invitations to Parties

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.

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 in that cage or container during sharing, unless documentation is presented showing that the animal is certified and registered by an appropriate organization/agency, such as P.E.T.P.A.L.S.

School Supplies

Each building sends out 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.

School Parties

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

