

Fairview Elementary School and Adams Elementary School

STUDENT HANDBOOK

2018-19



Non-Discrimination Statement:

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or 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), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie, 2809 North Grant Road, Carroll, Iowa 51401, telephone: 712-792-8010, 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, Section 504 and Iowa Code 280.3.

Updated: July 16, 2018

Carroll Community School District

Mission Statement: Improving Student Achievement Step-by-Step

CCSD Vision Statement: Opening the Doors of Learning for Success

Fairview and Adams Elementary Schools

Mission

Fairview and Adams Elementary School's mission is to prepare students for lifelong learning by providing a safe and mutually respectful environment which enables all students to achieve at their highest potential. By meeting their academic and social needs, students will be inspired to make positive contributions to society.

Vision

All staff will:

- Work together collaboratively in a supportive, respectful environment
- Be highly motivated and engaged with a clear focus on student learning
- Communicate for the academic success and general well-being of each student
- Treat students in a respectful and consistent manner

All students will:

- Engage in challenging and differentiated instruction
- Act in a safe, respectful and responsible manner
- Achieve at their highest potential

Collective Commitments

In order to achieve the shared vision of our schools, we will:

1. Share and celebrate instructional success and student achievement within our school and community on a regular basis.
2. Provide rigorous and developmentally appropriate curriculum with clear consistent expectations to meet the needs of all students.
3. Provide opportunities for families and community members to be actively involved in our schools.
4. Engage in purposeful and relevant learning that enhances the ever-changing needs of our school environment.
5. Use multiple assessments to monitor student learning in order to make instructional decisions.
6. Implement a variety of research-based strategies to promote growth and success for all students.
7. Conduct ourselves as leaders and role models for students and colleagues.

FROM THE PRINCIPAL

Welcome to Fairview and Adams Elementary Schools. This handbook is meant to be a guide for students and parents. It is not all-inclusive of every rule, regulation, activity and procedure that is followed here at school. Students may receive other information either verbally or in written form. If information that you seek has not been covered in this booklet, please contact the school your child attends. The teachers and classified staff at both buildings work diligently to design instruction to meet the needs of all students. We are constantly looking for ways to improve our practice. We know that your child and you will have a great school year – It's a Tiger Thing... Mrs. Ruch

Mrs. Sue Ruch, Elementary Principal
sruch@carroltigers.org

Ms. Dianne Battani,
Assistant Elementary Principal
dbattani@carroltigers.org

Fairview Elementary School PreK-2nd Grades
Fairview Elementary School
Phone: 712-792-8030 Fax: 712-792-8074

Adams Elementary School 3rd & 4th Grades
Adams Elementary School
Phone: 712-792-8040 Fax: 712-792-8008

Office personnel are usually available from 7:30-4:00 each day. Visitors to either building need to buzz in to enter the building. You must stop in the office to sign in and obtain a visitor pass.

SECURITY

Over the years the Carroll CSD has invested funds to provide for the safety of students and staff. Parents and other visitors must press a buzzer to gain entry into the buildings after the school day begins. A secretary is able to view the person at the door, ask for a name, and determine the purpose for the visit. Parents and visitors must sign-in and sign-out at the principal's office. There is only one buzzer at Fairview Elementary located by the principal's office. There are two points of entry at Adams Elementary, one at the door by the playground and one by the flagpole on the west side of the building. If your child arrives late for school or if he/she has an appointment, you must enter through a door with the buzzer. While this may be an inconvenience, please be assured that we want your children to be safe at school. Any questions, please feel free to contact the principal.

CHANGE OF ADDRESS/PHONE NUMBER

If your address and/or phone numbers (including work and cell phones) change during the school year, parents and guardians should make changes on the district website, at <http://www.carroll.k12.ia.us/> It is imperative that we know how to reach you at all times for your child's safety. If you plan to move during the school year, please inform the teacher and the school secretary at least three days in advance.

DAILY SCHEDULES GRADES PK-2nd Grades

7:40 a.m. Students Eating Breakfast May Enter Building
8:05 a.m. All Students May Enter the Building
8:20 a.m. Students Are Tardy
3:00 p.m. Dismissal Time

We ask that parents refrain from dropping off Fairview students at school before 7:50 a.m. Students may not enter the building before 8:05 a.m., unless they are eating breakfast at school or have permission from the classroom teacher or the office staff.

Preschool classes: The a.m. session is 8:15-11:00 a.m., and the p.m. session is from 12:15 – 3:00 p.m. Morning and afternoon preschool classes will be held on days when there is a 90-minute early dismissal for professional development.

DAILY SCHEDULES GRADES 3rd & 4th Grades

7:40 a.m. Students Eating Breakfast May Enter Building
8:05 a.m. All Students May Enter the Building
8:15 a.m. Students Are Tardy
3:10 p.m. Dismissal Time

We ask that parents refrain from dropping off Adams Elementary students before 7:50 a.m. Students may not enter the building before 8:05 a.m. unless they are eating breakfast or have permission from the classroom teacher or office staff. Adams students should be dropped off on Main Street.

DROPPING OFF AND PICKING UP STUDENTS – FAIRVIEW ELEMENTARY SCHOOL

Parents and visitors are not to park along the parking lot curb on the west or south of Fairview.

Morning Arrival - Fairview:

All students riding buses will be dropped off at the south end of Fairview Elementary. Buses will exit through the west parking lot heading toward CHS.

Parents who are dropping off preschool children, morning or afternoon, should park cars in the parking lot located between the bus yard and the school. Parents should then walk the child to the building, where a teacher associate will greet him/her.

Parents who are dropping off Kindergarten through 2nd grade students should enter through the north driveway, go through the west parking lot heading south, and then move to the curb along the west side of the building to the principal's office. Students should exit vehicles on the passenger side. Students are considered tardy at 8:20 a.m.

After School Dismissal (Beginning at 3:00 p.m.) - Fairview:

All students riding buses will get on buses at the south end of Fairview Elementary.

All students who are picked up by parents and others at the end of the day will exit the building on the north. Parents should not block the service entry located to the south of the principal's office. Parents should enter the north driveway on the west side of the building and proceed to the west parking lot. Vehicles will move along the curb where staff will open the door on the passenger side so the child can safely enter the vehicle.

ADAMS ELEMENTARY SCHOOL: PARENTS DROPPING OFF OR PICKING UP 3RD AND 4TH GRADES STUDENTS

Parents should drop-off or pick-up students on MAIN STREET ONLY.

If your child is to be picked up by someone other than usual, a dated written permission is needed. This note should be given to your child's teacher.

STUDENT FEES

Elementary students will be charged a \$35 textbook fee for the 2018-19 school year. (See CCSD Board Policy 537) Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property.

The superintendent/designee shall inform the board of the dollar amount to be charged to students or others for charges or fees annually. Parents/guardians of students meeting specific financial eligibility standards will be eligible for a waiver or a reduction of student fees based upon the request of the parent/guardian.

Activity passes are sold for students in Grades PK-4. The cost is \$40.00 for the year. All children through third grade attending games or events are expected to remain seated with an adult on the west side of the stadium.

ATTENDANCE/ABSENTEEISM/TARDINESS

Students are expected to attend all classes each day of the school year (180 days) except for illness and family emergencies. If a student is absent, it is the parent's responsibility to notify the school by phone before 9:00 A.M. If we do not receive notification, the student will be marked unexcused. We will then try to call the parent to verify the absence.

In case of any emergency or unusual need to leave the school before the end of the day, a parent should write a note. Every attempt should be made to schedule health care appointments outside of regular school hours.

ATTENDANCE INTERVENTION

- 3 Absences/Semester:
 - Phone call home by Attendance Coordinator
- 5 Absences/Semester:
 - Letter home and phone call home by Attendance Coordinator
- 7 Absences/Semester:
 - Meeting with student, parent(s)
 - Call in all additional absences to Attendance Coordinator
 - All calls to school office will be referred to Attendance Coordinator
- 10+ Absences/Semester:
 - Meeting with student, parent(s) to establish attendance contract
- Violation of Attendance Contract: referral to County Attorney Truancy Intervention Program

The following are the only accepted excuses for being absent from school and all require a phone call or note to the school office:

1. Student Illness
2. Death of a Relative
3. Medical Appointments that cannot be scheduled outsider of the school day

The following are examples of unexcused absences:

1. Any absence not properly excused before the occurrence
2. Haircuts
3. Oversleeping
4. Shopping trips
5. Leaving the building during the day without parental excuse and authorization of the principal's office
6. Babysitting

Leaving school prior to dismissal takes time from academics. These incomplete school days are considered to be absences from academic time – similar to arriving late for the beginning of the school day. If this becomes a repeated occurrence, a parent conference will be scheduled with the attendance coordinator.

FAIRVIEW ELEMENTARY – STUDENTS WHO ARE TARDY

Kindergarten - second grade students are considered tardy at 8:20 a.m. Tardiness can have a disruptive effect on a student's educational process. Late arrivals and early departures interrupt valuable learning. The best achievement comes from being at school all day, every day! A parent conference will be scheduled with the Attendance Coordinator if repeated tardiness tends to occur.

ADAMS ELEMENTARY – STUDENTS WHO ARE TARDY

Third and fourth grade students are considered tardy at 8:15 a.m. To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first three instances of tardiness each semester. Following the fourth tardy and each succeeding tardy up to six in a semester, a student will have to make up 30 minutes of detention. Following the 6th tardy in a semester a parent conference may be held to develop a behavior modification plan that will encourage more prompt attendance. (Carroll Middle School also has this policy.)

Tardiness can have a disruptive effect on a student's educational process. Late arrivals and early departures interrupt valuable learning. The best achievement comes from being at school all day, every day! A parent conference will be scheduled with the Attendance Coordinator if repeated tardiness tends to occur.

THE LUNCHROOM

Breakfast and lunch are served each day. The CCSD food service department uses a computerized system for the lunch program. Each student is assigned a 4-digit pin number. This number will allow students to access their account each day. There are two ways you can deposit money to your child's account. The first is Meals Only: this allows for the purchase of meals. The second is (3rd & 4th grade only) On Account: this allows for purchase of meals and ala carte. If you have any question regarding food service, contact the Food Service Director at 775-5012. Deposits to student's lunch accounts can be made in each student's classroom or parents can go online at <http://www.carroll.k12.ia.us/> and click on Pay Schools to make a deposit.

2018-19 Breakfast and Lunch Prices

| | |
|-----------|---------|
| Breakfast | \$ 1.55 |
| Lunch | \$ 2.50 |
| Adult | \$ 3.75 |

CAFETERIA RULES AND PROCEDURES:

1. All students must eat in the lunchroom.
2. Students should go directly to their assigned table, and remain there until dismissed by a lunchroom supervisor.
3. Students should follow lunchroom basics (PBIS). They are asked to use a Level 2 voice according to PBIS expectations.
4. Teacher associates dismissing students will ask students to pick up their area so it will be clean for the next class. Students should return their trays and keep their eating area clean.
5. Students walk when exiting the cafeteria and moving down the hallways to go to recess.
6. Students should not bring pop, caffeine drinks, or food from outside sources (restaurants) to eat during lunchtime.
7. When going through the lunch line, the student must take whatever he/she ordered during a.m. lunch count.
8. Students from each 2nd - 4th grade classroom will be selected as table wipers on a weekly basis.
9. Parents may eat lunch with their children. Please contact the office or send a note with your child if you plan to eat school lunch. The cost for an adult lunch is \$3.75. Parents or other adults should not bring lunch to school from outside sources.

SPECIAL OCCASION SNACKS/ALLERGIES

If you wish to bring treats to school for special occasions, **please provide commercially prepared or packaged treats with the ingredient labels available for preview.** Please do not send gum.

The school principal, in consultation with the school nurse, will be responsible for notifying

classroom teachers, teacher associates and other adults in contact with any student who has a life-threatening allergy or medical concern. This would include bus drivers, teacher associates and kitchen staff. The allergy or medical concern must be clearly documented by the primary physician. Precautions will be taken for students with life-threatening allergies. The school requests that parents and students avoid including peanuts and peanut products in lunches and snacks.

HOMEWORK

Daily homework assignments are practice exercises to help students develop skills. Doing homework supports learning of grade level expectations. To keep things organized, an agenda or other organizational tool will be provided for all 3rd and 4th grade students.

REPORT CARDS/MIDTERM REPORTS

Student report cards are issued at the end of each nine-week grading period. A progress report will be sent home at midterm of each quarter. Parents are encouraged to contact their child's teacher with any questions or concerns. Conferences will be scheduled during the first and third quarters of the school year.

STUDENT RECORD ACCESSIBILITY

The Rights and Privacy Act of 1974 limits the availability of school records to the general public. Fairview and Adams Elementary School student records are confidential records. These records are available to parents or guardians upon request to the building principal. Students' confidential records are kept under locked security in the office area. If you have questions about student records, contact the building principal.

CUSTODIAL AND NON-CUSTODIAL PARENTS

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the District with documentation regarding any restrictions applicable to the non-custodial parent, such as a court order or decree. When in doubt about releasing the student, the district shall call the custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student.

If a non-custodial parent is subject to a court order or other authority restricting his or her access to or custody of the student, the non-custodial parent will not be entitled to visit or pick up his or her child at school. If a parent resists the District's actions or becomes disruptive, the school administrator will seek all reasonable and necessary assistance, including law enforcement. Copies of newsletters and/or progress reports will be provided to the non-custodial parent upon written request.

HEALTH AND SAFETY

A health information packet is included with the registration materials. These health information forms must to be filled out and returned on or before the first day of school. An updated certificate of immunization is required.

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. The medication must be in the original container that is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Over-the-counter medication provided by parent/guardian must be brought in the original labeled container with specific directions. A written record of the medication given at school will be kept for each student receiving medication. Medications are stored in a secured area.

A student who becomes ill or injured at school will be given first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to how the situation should be handled. Parents should notify the school of any change in information regarding health information that was provided to the school at the beginning of each school year.

ILLNESS POLICY

For the health and safety of all the children, it is mandatory that sick children not attend school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eye with drainage
- Excessive cough or nasal discharge

The Carroll Community School District's established policy for an ill child's return to school:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage.

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. When a child develops signs of an illness during the day at school, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's doctor. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child.

HEAD LICE

Each year approximately 6 to 12 million children between the ages of 3 and 12 years of age are infested with head lice. While the odds of your son or daughter developing head lice are relatively small, the following may be useful information to help spot and treat this condition. (National Association of School Nurses, NASN)

Head lice are spread through direct, person-to-person contact, or, less commonly, through contact with an infested person's personal items. Head lice are commonly spread within households. Bedding that is shared is a common way of transmitting lice to other persons. Children often spread head lice to each other during close contact while playing. Head lice crawl from person to person. They do not jump or fly and pets cannot spread head lice. An infested person can continue to spread head lice to other individuals until he/she has successfully completed a course of treatment that kills all of the head lice and their eggs. If your child does have head lice, please call your health care provider or pharmacist to receive the recommended appropriate treatment.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

All students are taught the school wide expectations of Be Safe, Be Respectful, and Be Responsible through the following lessons:

- Playground Basics
- Hallway Basics
- Lunchroom Basics
- Locker & Bathroom Basics
- Give Me 5
- Loudness Scale

Students may earn tickets for demonstrating the expected behavior; tickets may be redeemed for individual or classroom rewards.

| Loudness Scale Basics: |
|-------------------------------|
| 0 - No talking |
| 1 - Whispering |
| 2 - Speaking/Talking |
| 3 - Shouting (recess) |
| 4 - Emergency Voice |

| Give Me 5: |
|---------------------------------|
| • Level 0 Voice |
| • Eyes On Speaker |
| • Listen |
| • Sit/Stand Up Straight |
| • Hands, Feet, and Body to Self |

| Bathroom Basics: |
|-----------------------------------|
| • Level 0 Voice |
| • Use, Flush, Wash, Leave |
| • Respect Others' Privacy |
| • Keep Hands and Feet to Yourself |
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| Lunchroom Basics: |
|--------------------------------|
| • Level 2 Voice |
| • Use Good Table Manners |
| • Clean Up Your Area |
| • Listen to Adults |
| • Walk After You Are Dismissed |

| Locker Area Basics: |
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| • Level 1 Voice. |
| • Take Turns With Your Locker Partner |
| • Pick Up Your Area |
| • Promptly Take All Materials to Your Classroom |
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| Fairview Playground Basics: |
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| • Stay on the Playground |
| • Keep Feet/Hands and Objects to Yourself |
| • Use Kind Words |

| AES Playground Basics: |
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| • Stay on the Playground |
| • Keep Feet/Hands and Objects to Yourself |
| • Use Appropriate Language and Good |

| |
|---|
| <ul style="list-style-type: none"> • Use Equipment Properly • Line Up When the Bell Rings/Whistle Blows – Using Line Basics |
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| <p style="text-align: center;">Sportsmanship</p> <ul style="list-style-type: none"> • Use Equipment Properly • Line Up When the Bell Rings/Whistle Blows – Using Line Basics |
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| <p style="text-align: center;">Fairview Line Basics:</p> <ul style="list-style-type: none"> • Level 0 Voice • Straight Line • Hands Behind Your Back • WALK on the Right Side of the Hall • Eyes to the Front |
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| <p style="text-align: center;">AES Line Basics:</p> <ul style="list-style-type: none"> • Level 0 Voice • Straight Line • Hand and Feet to Self • WALK on the Right Side of the Hall in a Single File • Respect Other Traffic in the Hall |
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| <p style="text-align: center;">Bus Basics:</p> <ul style="list-style-type: none"> • Walk to and from the Bus • Obey Driver's Orders Cheerfully • Stay in your Seat • Keep Hands and Feet to Yourself • Use Level 2 Voice |
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Students are expected to conduct themselves as good citizens while in the building. We feel the important part of discipline is recognition of the rights of others. When a discipline problem persists, the teacher or principal may contact parents to determine if any further action is necessary. The administration and staff want to deal with student misbehavior in a consistent and fair manner.

Consequences for student misbehavior include, but are not limited, to the following:

1. Conference with student about the incident
2. Warning
3. Deprivation of privileges
4. Communication with parent via note, telephone or conference
5. Time-out in classroom or the office
6. After school detention until 3:40 p.m.
7. Referral to Counselor
8. Referral to Principal
9. In-school or out-of-school suspension
10. Expulsion

RECESS RULES

1. Students will go directly to the playground when they arrive at school unless they are going to breakfast or dropped off at the Fairview west entrance. Students cannot enter the building before school unless they have special permission (except for breakfast). This would include going to lockers.
2. Students will not stand by teachers' windows before school and during recess.

3. Fairview students eating breakfast at school can enter either through the south door or west doors. Students who eat breakfast at Adams will enter the building through the door by the flagpole. Adams students should then exit the building after eating breakfast through the southeast door on the first floor.
4. Students will not throw snowballs, ice, rocks or anything else that might endanger another person. Sliding on the ice or snow is not permitted.
5. When the bell rings at the end of recess, all students will line-up immediately without shoving or pushing. Students will help collect any playground equipment.

Basketballs, footballs, etc., are available for students during recess time. Items such as toys, rollerblades, skateboards, scooters, balls, baseball bats, fidgets, Ipods/MP3 players, or electronics must remain at home.

Students shall not operate cell phones before, during and after school when on the school grounds. If students are using these devices, they will be confiscated. Parents will be required to pick up confiscated devices.

Understand that the school cannot be responsible for the loss or breakage of these items.

DRESS AND APPEARANCE

We take pride in the appearance of our students. The following suggestions are a practical guide for students:

1. Students are expected to come to school clean and well groomed.
2. Clothing with inappropriate expressions and language, as well as clothing that promotes alcoholic beverages or any other substances, are inappropriate for students and will not be permitted.
3. Short shorts, halter-tops, tube tops or bare midriffs will not be allowed.
4. Hats or caps will not be worn during the school day.
5. Many activities at school require tennis shoes. **For the safety of the children, flip-flops, sandals, or open toe shoes are not allowed.** Appropriate footwear is required at all times. Shoes with wheels are not permitted.
6. When the wind chill is zero degrees or above, students will be going out for recess. Please remind your child to dress appropriately for the weather.

STUDENTS WILL BE EXPECTED TO CHANGE TO MORE APPROPRIATE ATTIRE WHEN ASKED TO DO SO.

BUS TRANSPORTATION

The following rules are implemented for student safety when riding a school bus to and from school:

1. Wait away from the curb for buses to arrive at the school bus stop.
2. Allow the bus to stop completely before approaching.
3. Always walk, never run or push when walking to the bus.
4. Please find a seat on the bus and stay in it. Standing up or moving from seat to seat is dangerous and not permitted.
5. Bullying and aggressive behavior will not be tolerated.

6. Food and drink are not to be consumed on the bus.

RIDING BIKES TO SCHOOL

Third and fourth grade students may ride their bikes to school. Students should follow bike safety rules when riding a bicycle to and from school. Metal bike racks are provided for students. Students should secure their bikes with bike locks. Students who ride bikes should wear bike helmets. We also suggest that you register your child's bicycle with the local police department. **Skateboards, roller blades and scooters are not permitted.**

CANCELLATION/LATE START/EARLY DISMISSAL OF SCHOOL

If school is going to be cancelled for the day, the announcement will be made using Blackboard Connect, the local radio stations (KCIM 1380 AM, KIKD 106.7 FM, KKRL 93.7 FM), television stations (T.V. channels 5, 8, and 13) and the CCSD Website www.carroll.k12.ia.us All school days cancelled will be made up at a later date.

Early Dismissal due to weather

Make sure your child is aware of what to do in the event we dismiss early due to weather or road conditions.

BLACKBOARD CONNECT

Blackboard Connect is a tool used to improve parent communication and is used to notify parents of cancellations, late starts or early dismissals. If you would like more information on Blackboard Connect, please call Kerri Ladehoff, CMS secretary at 792-8020. You can make changes to your address, phone numbers, or contacts using the Parent Portal located on the district website.

ALTERNATE ROUTES

When road conditions are poor, the decision may be made to run alternate bus routes in rural areas. This announcement will be made through Blackboard Connect, local radio stations (KCIM 1380 AM, KIKD 106.7 FM and KKRL 93.7 FM) and on the CCSD Website. Buses will run over hard surface roads only. Students will be picked up and dropped off at transfer points only. (Note: Buses do not stop on hard surface roads between school of attendance and transfer point.) When the alternate routes are run in the A.M., they will also run in the P.M. At times, alternative routes may need to be run in the P.M. due to weather related conditions even though they were not run in the A.M.

FIRE, TORNADO AND EMERGENCY DRILLS

A minimum of two fire and two tornado drills are held each semester. Drills will be held without warning. The principal will have the students and staff participate in "emergency" drills during the school year.

RE-UNIFICATION PROCEDURES

In the event that students need to be moved off campus due to an emergency event, a Blackboard Connect message will be sent out to parents notifying them of where students will be located and the procedures that need to be followed to pick up their children.

GUIDANCE & COUNSELING SERVICES

Guidance and counseling services provided by the counselors in each building include developmental and preventative lessons through classroom guidance, small group and individual counseling. Students may request to see the counselor or may be referred by a teacher and/or parent.

SCHOOL VISITATIONS

Parents are always welcome to visit our schools. Parent visitations during the two weeks at the beginning and end of the school year are usually not as rewarding as at other times of the school year and are discouraged. It is requested that parents not bring younger brothers or sisters to visit, as they distract the class from a normal routine. As a courtesy to the teacher, please call ahead to find out the best time for the visit. Youngsters from other schools may not visit or spend the day at school.

FIELD TRIPS

Field trips are designed to enhance the curriculum for each grade level. When a field trip is to be taken, each student will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before the student will be permitted to go on the trip.

HALL LOCKERS

Students at the north end of Fairview and at Adams will be assigned a locker. A coat hook is assigned if the student's classroom is located in the east and west pods at Fairview. Locks will not be issued for the lockers and students are not to place their own personal lock on the lockers. It is highly recommended that students not leave money or other valuable items in their lockers. Parents are encouraged to mark their child's personal items clearly for the purpose of identification.

STUDENT-TO-STUDENT HARASSMENT AND BULLYING [CCSD Board Policy 104](#)

The Carroll Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, 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 substantial 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or his/her designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a

school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

ABUSE OF STUDENTS BY EMPLOYEES CCSD Board Policy 424

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

Carroll Community School District policy provides for the relief of any student who feels he or she has been the victim of abuse at the hand of any school district employee. To report an alleged student abuse by an employee, you should contact:

Level I Investigator: Gary Bengtson, 792-8001 (work) or Kathy Cordes, Guidance Counselor - 792-8010 (work) 2726 Ashwood, Carroll - 792-0799 (home). Level II Investigator: [School Investigators of Iowa](#)

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE CCSD Board Policy 426

It is the policy of the Carroll Community School to provide equal educational and employment opportunities, and not to illegally discriminate on the basis of gender, race, national origin, religion, creed, age, gender identity, sexual orientation, or disability in its programs and activities. Questions or concerns should be addressed to the Affirmative Action Coordinator, Tammie McKenzie, Carroll High School Principal (712) 792-8010 or Gary Bengtson, (712) 792-8001.

WEAPONS CCSD Board Policy 527

The possession or use of any weapon, whether manufactured or homemade, real or look-a-like, is prohibited at school, on school grounds, on school buses or at school activities. Parents/guardians of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

SMOKING – DRINKING – DRUGS CCSD Board Policy 528

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

SEARCH AND SEIZURE CCSD Board Policy 529

School District property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated.

STUDENT CODE OF CONDUCT CCSD Board Policy 536

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students should conduct themselves in a manner fitting to their age and maturity and with the respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from the school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district

CORPORAL PUNISHMENT CCSD Board Policy 539

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

HEALTH EDUCATION CCSD Board Policy 603.7

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social

health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional, and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

COMPLAINTS ABOUT PERSONNEL [CCSD Board Policy 910](#)

The Board strongly believes that all concerns, problems, and complaints about personnel should be resolved at the lowest possible level within the district's structure. Anyone with a concern or complaint should first contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences, which are giving rise to the concern or complaint. Complaints that remain unresolved at the first and subsequent levels may be moved through the chain of authority to the employee's immediate supervisor(s), the superintendent/designee, and finally to the board.