

CENTRAL SPRINGS ELEMENTARY SCHOOL

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WWW.CENTRALSPRINGS.NET

STUDENT PARENT HANDBOOK

IT IS THE MISSION OF THE CENTRAL SPRINGS COMMUNITY SCHOOL DISTRICT TO
CULTIVATE A POSITIVE LEARNING ENVIRONMENT THAT ENGAGES AND EMPOWERS ALL
STUDENTS.



2018-2019

WELCOME TO THE CENTRAL SPRINGS SCHOOLS!

The Central Springs Elementary/Intermediate School has put together this handbook to better inform you of the many procedures and services provided by the school. We ask that you review the information and use it as a ready reference throughout the year.

We are all looking forward to an excellent year, especially working with you as a parent and an advocate for education. We welcome parental visitations, inquiries, concerns, suggestions, and support. The students will experience many fantastic opportunities to learn and grow here in the elementary. If you have any questions or comments, please DO NOT hesitate to call or stop in.

Sincerely,

Bill Carlson
PK-3 Principal

--- SCHOOL TELEPHONE NUMBERS ---

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<http://www.centalsprings.net>

Jurisdictional Statement/ 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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate

in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the (school office) for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Equal Educational Opportunity

It is the policy of the Central Springs Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age (employment only), political party affiliation, actual or potential parental, family or marital status, and socioeconomic status (students/program only) in its educational programs, activities, or employment practices. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Rob Hoffman, MS Principal, PO Box 367, 509 North Iowa Avenue, Nora Springs, IA, 50458, (641) 749-5301, rdhoffman@centralsprings.net. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295. The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Sheila Mullen or Jamie Martin at (641) 749-5301.

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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.

General School Information

School Day

The teacher's day begins at 7:30 or 7:50 A.M. with classroom instruction beginning at 8:20 A.M. **Students should arrive at school after 7:55 A.M. for breakfast or before school recess.**

- We do not have supervision in our school until 7:30 A.M. Students needing to be dropped off before that (and not riding the bus) may utilize our before school daycare for a fee. Wandering through the school is not permitted.
- School will be dismissed at 3:05 P.M. each day. Students being picked up at dismissal time should be picked up by the office. Students will not leave without a parent/adult picking them up.

School Closings

All school closings, delayed starts and early dismissals due to inclement weather will be broadcast on the following radio and TV stations:

- KIMT-TV (Mason City)
- KAAL-TV (Austin)
- KTTC-TV (Rochester)
- KGLO (AM 1300- Mason City)
- KLSS (Mason City)
- KAUS (Austin)

We will also use the One Call System for notification. Please make sure the office has your current phone numbers for this feature.

****** When an early dismissal occurs, parents must ensure that children know how to get in the house if no one is home. Please discuss with your child what the plan will be for early dismissals before they occur. **Calling home from school should not be the plan.** Parents will be notified in advance by a note or newsletter when an early dismissal is planned by the administration.

When school is called off due to inclement weather, our phone lines become very busy. Please talk with your children, or your child's teacher, about what they should do in case of bad weather. As always, our school will make sure your child is safe during these situations.

Visitors

All visitors are welcome but upon entering the building must report to the school office. You will receive a visitor's badge after signing in. School age visitors are not allowed during the school day unless escorted and supervised by an adult. We like to have parents visit the school. Visitors are welcome to visit at any time, with the exception of the first two weeks of school, on party days, and during the last two weeks of school.

**See Central Springs Community School District Board
Policy 903.3 for more information**

Closed Campus

Children are not allowed to leave the school during the school day. If you are going to pick up your child you must notify the teacher and the office by phone or with a note. If you do not call the office OR send a note, your child will be sent home on the bus.

Change of Important Contact Information and Emergency Contacts

In order for our records be kept up to date, it is **required** that any changes in important contact information be reported to the teacher and the elementary office. This information is needed for emergencies as well as for routine communications.

Court Documents Changes on Student Status

In the interest of student welfare, the school appreciates any information in changes of family status. If the court has ordered any special provisions concerning a student(s), the school **must** receive a copy of the court order so it can follow the terms of the agreement.

School Newsletter

A school newsletter is posted online or emailed home. Classroom teachers send home newsletters with the students on a regular basis. Please take the time to read the information presented. If you do not receive a classroom newsletter, please contact the classroom teacher.

Conferences/ Report Cards

Each year special times are set aside for parent/ teacher conferences. Parents are able to sign up for their child's conferences at registration. Every effort is made to accommodate family needs. We hold conferences in the fall and spring. Parents/ guardians wanting to meet with a teacher in addition to conferences may contact them to set up an appointment.

- The purpose of the conference is to give parents and teachers an opportunity to share their views concerning the welfare and progress of the child.
- Parents and teachers may also request additional conferences if they so desire. Report cards are issued each trimester.

Telephone - Student Use

The school telephones are to be used for school business. Students must have an adult's permission to use the telephones in the building. **Students will not be allowed to call parents requesting permission to stay in town, to go to another student's home, and the like. We are suggesting that plans such as these should be made the evening before at home.** Any long distance phone calls not of an emergency nature will be charged to the parent.

Toys or Other Expensive Items

The school does NOT allow and CANNOT be responsible for expensive toys or items at school. Items such as handheld gaming devices, DVD players, iPods, Pokemon cards, and/or remote controlled items tempt other students or can be lost or damaged at school. Please do not allow your child to bring such items to school.

Building Usage

The elementary school has gym space available for usage at certain times of the school year. A lot of responsibility will be placed on the person who is signing out our gym. For more information or to inquire about the gym, please the secretary in each office.

Birthday Invitations

Invitations for birthday parties may not be handed out in school unless each student is invited (all boys or all girls depending on the sex of the birthday person). If the students are not all invited, the invitations should not be handed out in school and will be sent home with the student or kept in the office until an adult comes to get them.

Latex Free Environment (Balloons)

It is the policy of the school district to ban latex balloons and latex materials of any kind. (Balloons are not allowed on the buses. If a child receives a balloon at school, you are responsible for taking the balloons home.)

Student Salespersons

We **strongly suggest** that all students refrain from selling or trading items at school to reduce the temptation of theft of money or merchandise and loss of school time for the sales transaction.

Library/ Textbooks

Both library books and textbooks are very expensive. All students are ENCOURAGED to take good care of them. We ENCOURAGE students to cover their textbooks. We DISCOURAGE tearing and writing/coloring pages in books. Students will be asked to pay for lost or damaged books.

CLASS CHANGE REQUESTS

The following criteria have been used to determine the make-up of a given class.

CRITERIA:

- Classes should be as much as possible a heterogeneous mix of abilities.
- Classes should be as much as possible an even mix of boys and girls.
- Classes should be as much as possible a mix of temperament.
- Does the child need a structured or dev./whole language classroom?
- Does the child need to be separated from another child or relative?
- Other important considerations.

The student's present grade - level teachers, and the next grade level teachers

were all included in the consideration of these criteria. This process involves a great deal of time and thought. As a result, class lists cannot be easily changed. A class change request will involve all of the following steps:

- Make an official request (within a reasonable length of time) in writing. Give an educational reason for requesting the change.
- Make an appointment to meet with the elementary principal.
- Needed input is gathered by the principal.
- Meet with the principal to discuss the educational reasoning and alternatives.
- The final decision will be made by the principal.

If you have a question or concern, please contact your child's teacher at any time during the year. An appointment can be scheduled for a conference. If you are not satisfied after conferencing with your child's teacher, please direct your questions or concerns to Mr. Carlson.

Parents and Fieldtrips

When the school goes on a field trip, it is an extension of the curriculum. The school will determine the amount of adult chaperones needed for the trip. If parents are needed to attend, volunteers will be requested.

If volunteers are not needed, parents are encouraged to not attend the field trip or follow the bus to the field trip. Parents going to the same place where the field trip is happening will be on their own accord and will not engage and/or disrupt the fieldtrip.

Student Attendance, Dress Code, and School Lunch

Attendance

Regular school attendance is the responsibility of the student and parents. Excessive absences **must be reported** to the proper authorities.

- Children who arrive after 10:00 a.m. will be considered absent for half a day. Before this time, they will be considered tardy. Children who leave before 2:00 p.m. will be considered absent for half a day. Students that go to a dentist/doctor appointment and come back to school for the remaining time will not be counted absent.
- A student returning to school after an entire day absence should present a note from the parent or guardian to the classroom teacher. The note should include the name of the student, date of absences, reason for absence, and the signature of the parent or guardian. A phone call, the day of the absence, can also be made to the school office. **If a phone call is made, no note is necessary the day the student returns to school.** The school is required to report all excused and unexcused absences.
- Prior to a planned absence, please contact the teacher to make arrangements to complete missed assignments in advance.

See Central Springs Community School District Board Policy 501.3, 501.4, & 501.9 for more information

School Dress- Indoors and Outdoors

Appropriate school dress is very important to all at Central Springs Elementary School. Student attitude reflects the manner of dress and do have an affect on conduct in the classroom. The school staff and administration ask for parent cooperation in establishing and enforcing guidelines for appropriate dress. The idea of this dress code is to encourage the students to use personal judgment in their appearance because it does affect your impressions on other people, and seems to affect behavior. However, a few rules are needed for safety, health, and to enhance the learning process. The basic guidelines are as follows:

- T-shirts must have acceptable wording or students will have to call home for other clothing or wear the shirt inside out (if wording cannot be seen that way)
- Tank tops, or tops that are low cut, have midriff exposed or have excessively large arm holes are not acceptable. Students will be asked to change their clothes. Spaghetti straps are not appropriate for school and must be covered up by an additional shirt, jacket, etc...
- Shorts may be worn throughout the school year. HOWEVER, they must be shorts that are appropriate for school aged kids (not too short). Be aware of the weather and that your child dresses to be outside at recess time. If it is cold, and your child wears shorts, they will still go outside for recess, unless they have a doctor's note.
- Footwear must be worn at all times. Tennis shoes are required for physical education class. Sandals that cover the toes and have a heel strap on them are OK for school, but may cause problems at recess. Flip Flops are not appropriate for our school.
- During cold weather periods, caps/hats, snow pants, and mittens/gloves are important.

The wearing of boots and snow pants is **required** during cold and/or wet periods for all grades. Students without boots or extra shoes will not be allowed to play on the playground. If you are unsure of the weather for the day, it is better to be safer than sorry. Since Mother Nature changes so quickly, students may want to plan on bringing cold weather clothing during the regular "cold months" each day.

Cold Weather Procedures

Students at Central Springs Elementary School are expected to go outdoors during noon hour periods and recess. Our periods do not exceed 1/2 hour for noon or 25 minutes for the morning and afternoon recesses. We try to monitor the weather closely and use the following rules as a guide.

- If the temperature and wind chill are **above 0** we will be going out the usual time periods.
- If the temperature and wind chill fall **below 0** we will stay indoors for recess.

- The weather will be monitored and may change what our students do for each recess

Breakfast /Lunch / Milk Information

The Central Springs School District has a computerized meal/milk system. Each student has an account and is assigned a meal/milk ID that is scanned each time that student drinks milk, takes breakfast or takes hot lunch. We ask that a deposit is made at the beginning of the school year and that a positive balance is maintained throughout the remainder of the year. Breakfast will be available to all elementary students from 7:45 a.m. to 8:10 a.m. daily. The cost will be set at the beginning of each school year (at registration). Every time a student eats breakfast, lunch, or has an extra milk, money is deducted from the student's account. (These fees are also set each year and can be seen at registration. Juice is available instead of milk for students who cannot have dairy products **upon recommendation in writing by a physician on clinic letterhead.** Ala carte items will be available for students to purchase in grades 4 and 5. If a child has a negative lunch balance, they will not be able to purchase extra items. Students on free/ reduced lunch may bring money to purchase ala carte items. For more questions about lunch, please contact Mr. Carlson in the elementary office.

Because we have a closed campus during lunch, we do not compete with local establishments (Casey's, McDonalds, Subway, etc...). Students may bring a cold lunch from home, but hot lunches purchased from downtown or other restaurants will not be allowed in the school. If you child is brought in a lunch of this sort, he or she will have a school lunch and will be charged this meal on their lunch account.

If a student will be having a guest eat with them, please call the office before 9:00am on that day. We need an accurate lunch count for our cooks.

Noon Hour Lunch Procedures

Lunchtimes for grade levels (approximate)

10:50	Third Grade
10:55	Kindergarten- First Grade
11:00	Second Grade

All children eat their lunch in the cafeteria. Everyone is expected to follow the same rules:

1. Be seated while eating - not wandering about from place to place.
2. EAT the food - no throwing or dropping it to the floor.
3. Speak quietly.
4. Clean up their own litter such as milk cartons, napkins, and bags.
5. Trays are stacked as directed by the kitchen personnel.

Behavior & Discipline Guidelines

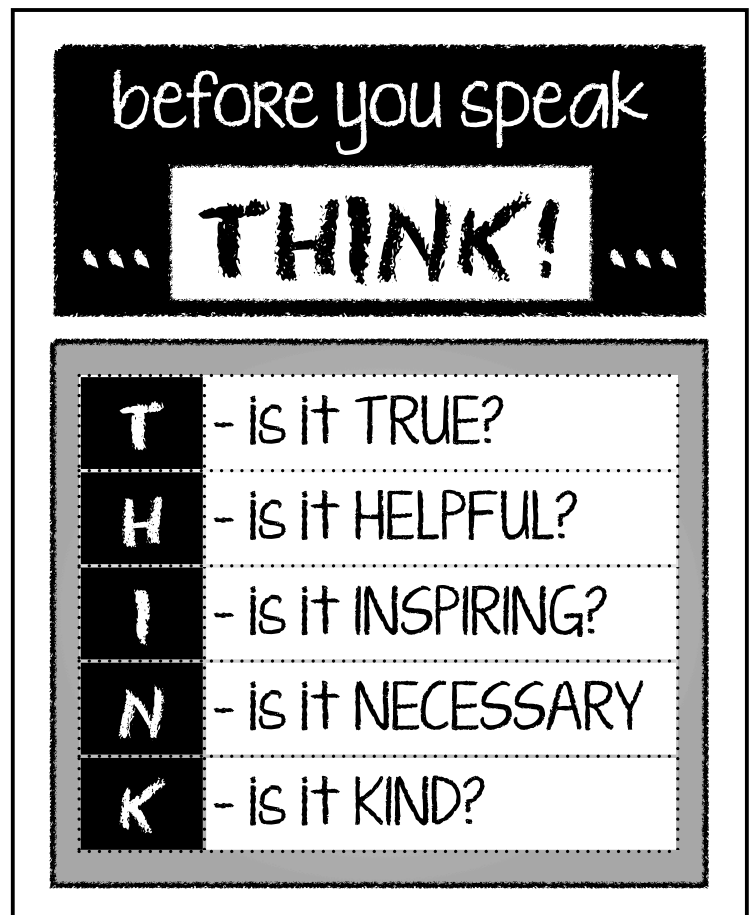
Central Springs Elementary works very hard at modeling good values and morals. We expect students to do the same for others in the school and community. Our goal is to create an environment that allows students an equal opportunity to succeed and prosper, not only as learners, but also as individuals entering society. In order to fulfill this goal, we expect the students attending this elementary school to adhere to certain guidelines concerning discipline and responsibility. The basis for both of these ideals is respect. We expect students who are a part of our school, for whatever length of time, to remember and maintain this central theme.

Role of Staff

The staff at Central Springs Elementary School believes and understand their role in dealing with behaviors in our school. As a common practice, the elementary school creates conditions for a person (student) to fix their mistake and return to the group strengthened.

Belief Statements:

- 1. It's OK to make a mistake*
- 2. You are not the only one*
- 3. Could you have done worse?*
- 4. Can you do better? Want to?*
- 5. How can you fix it?*



Student Conduct

Teachers and parents should review the following statements with students at the beginning of each trimester of the school year. Further warnings should not be needed. Classrooms are to be conducive to learning at all times and teachers or staff are to be directly in charge at all times.

- Children are expected to conduct themselves in the building, on the school grounds and on trips in an age-appropriate manner. It is important that students exercise self-discipline, recognize the rights of others, interact with others in a reasonable manner and learn to foresee some potentially unsafe acts. The staff is expected to be firm, fair and consistent when dealing with student behavior. As with behavior in school, students are subject to school rules and to additional rules designed for transportation safety. Students may be suspended or expelled from riding the school bus, just as they may be in school.
- Students are to respond positively to and be respectful to all regular staff or extended staff members.
- Students should not interrupt or interfere with the learning process. Those who continually disrupt the classroom will be sent to the principal's office. Students refusing to go to the office immediately when told to do so by the teacher or staff member in charge, face the possibility/probability of suspension from classroom activities.
- Students should not run in the hallways, on stairways, or in the lunchroom.
- Hats are not to be worn in school. Hats taken to class will be confiscated.
- Students should help take care of the restroom areas. The cleanliness of these areas has a direct relationship to good health for all using them. Please remember to flush toilets after use.
- Equipment, textbooks, and supplies are essential tools for learning. Please take care of all school property. Fines may be assessed for damage to school property.
- Weapons are not allowed in the school building or a school property. (See Weapons Policy).

This is not a complete list of rules. Teachers may impose additional classroom rules as needed. If you follow the first general statement concerning student conduct, you should have few, if any problems at Central Springs School.

Cell Phones

The use of cell phones in our school building or during class time is prohibited. Students who choose to violate this policy may have their cell phones confiscated and returned at a later time. If your child has a cell phone with them in school, it should stay in their school bag, locker, or given to the classroom teacher until the day is over. If you need to get a message to your child, please call the office during the school hours. A student's cell phone should remain off during the school day.

Harassment Policy & Procedures

It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect 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, familial status, or any other form of harassment.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor or the Level I Investigator (building administrator) for the building. Students may also contact the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Opportunity Commission or the Director of the Region VIII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

Procedures For Reporting Harassment:

School Administrators will inform the office of the Superintendent in writing of ALL harassment reports.

Step 1 Communicate to the harasser that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal that you trust.

Step 2 If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. Document exactly what happened and keep a copy for yourself and give a copy to the teacher, counselor, or principal.
 - What happened
 - Who was involved
 - Exactly what happened
 - Exactly what was said
 - Witnesses to the harassment
 - What the student did/ said
 - How the student felt
 - How harasser responded
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the school adult you contacted

Step 3 If the behavior is repeated, go to a higher authority (i.e., Building Principal, Superintendent, and/or other appropriate agencies listed prior.)

Definitions Sexual Harassment

(Section A) Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3. Such conduct has the purpose or effect of unreasonable interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, as set for in Section A, may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement, accompanied by implied
- or explicit threats concerning one's grades, job, etc...

(Section B) Harassment on the basis of age, color, creed, national origin, race, religion, martial status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of a person's employment or advancement or if a student's participation in school programs or activities.
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions effecting the employee or student.
3. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating or hostile working or learning environment.

Harassment, as set for in Section B may include, but is not limited to the following:

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

**See Central Springs Community School District Board
Policy 104.0 for more information**

Medical Forms/ Procedures

Enrollment Form and Health Survey

At registration time, parents are asked to fill out an enrollment and health record. This form provides us with information for emergencies and up to date information on immunizations. Please keep the information on this sheet up to date (especially phone numbers).

Dispensing and Administering Medication to Students

1. A student needing to use the medication must do so under the supervision of a school authority.
2. All medication will be administered in the school office by designated personnel.
3. All medication must be kept in the school/nurse office. For field trips, events, etc... that take students away from school, their medication will be packed and given to the classroom teacher attending the event.
4. A "**Medication Consent Form**" **must be filled out COMPLETELY before any prescription or non-prescription medication can be given by school personnel.**
5. Medication to be given in the school **must** have the following information
 - a. Child's full name
 - b. Name of drug and dosage
 - c. Approximate time to be given
 - d. Physician's name/Signature

NOTE: A "Medication Consent Form" is included at the end of this handbook, is available in the school office or by logging on the elementary website at www.centalsprings.net and clicking on documents to print.

**See Central Springs Community School District Board
Policy 507.2 for more information**

Student Insurance

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical

therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Health Emergencies

All illnesses or injuries should be reported to the school office. Necessary first aid is given when the child is injured. Parents are contacted if additional treatment is needed or if the child is uncomfortable. If the injury is serious, 911 is called.

Children needing first aid should report to the classroom teacher or office. Staff are required to fill out accident forms for all injuries that require or might require a physician's care and for injuries that result in the loss of school time. An injury that keeps a child out of school for three consecutive days or more must be reported to the Board of Education at the end of the school year

Sickness At School

Sometimes kids get sick. If a child has a fever over 100 degrees, strep throat, or a stomachache that results in vomiting, that child will need to stay home for 24 hours. We want to keep our school a healthy place at all times. Please have a plan in case you need to pick up your child at school. We would like children picked up within 30 minutes of notification.

Arriving to School Via Bus or Bicycle

Walkers and Bicycle Rider Safety Tips

Bicycles should be parked in the bicycle rack by the playground. Bicycles should remain in the rack until dismissal time. Bikers are urged to use the safest route and follow the rules of the road. Riding a bike is a privilege, and may be revoked if students are not following good, safe riding.

Picking Up and Dropping Off Students at School

We have had a couple of close calls with students running between the buses going to and from their rides. We ask that you do not let your child out on the street requiring them to walk through the other traffic. Bus and car windows are sometimes fogged up making it difficult for the driver to see the walker coming from the side.

If your child is to leave school **before** dismissal time, please send a written note to the teacher. Parents are asked to come into the school office to pick up their child.

If your child is not to ride the bus home, or if the child is going to be picked up, please send a written note to the teacher. If the school does not receive proper notification and/or if we cannot reach the parent by phone, the child will be instructed to ride the bus home.

Bus Safety

Our school believes in teaching bus safety. Your child will learn about bus safety twice a year, as a reminder of how to act while riding the school bus.

Bus Policy: The student is responsible and accountable for what they say and what they do.

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.

Bus riders, after the first full week of school, will be assigned a bus seat on a bus. That seat may, periodically, change according to the bus driver's discretion.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- **The driver will assign riders a seat.** This assignment may change periodically.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Riding a bus is a privilege and not a right. Privileges may be removed at any time. Violation of behavior regulations on the bus will result in:

1st Violation: Driver will notify parents and complete a discipline form. Form due back within 24 hours. Failure to return the form within 24 hours may result in suspension from riding until the form has been returned.

2nd Violation: Driver will complete a discipline report form and will meet with administration, parents and/or student. Suspension from riding may result.

3rd Violation: Driver will meet with administration, parents, and student. Suspension/expulsion from riding may result.

4th Violation: will be handled on a case-by-case basis.

**See Central Springs Community School District Board
Policy 711.1 and 711.2R1 for more information**

Bus Permits.

Students who need to ride a bus other than their assigned bus MUST have a parental note. Additionally, if a student is to go to a location other than home, or is to be picked up after school by someone other than a parent, the school must have a parental note or phone call.

Educational Services & AEA

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Robert Hoffman and can be reached at 641-749-5301. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Section 504- Notice of Non-Discrimination Policy

Students, parents, employees and others doing business with or performing services for the Central Springs Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the American's with Disabilities Act (ADA), 504 or Iowa Code; 280.3 is directed to contact the elementary principal.

**See Central Springs Community School District Board
Policy 102 for more information on the above**

Guidance and Counseling Services

Group guidance sessions are held in grades K-5 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic-educational involvement, and career-vocational development. Call the guidance office for more information or for assistance.

AREA 267 Special Education Services www.aea267.k12.ia.us

Our school district is part of the Area 267 Education Agency in Clear Lake. We have the following Special education personnel in our building.

- Speech Clinician
- Hearing Clinician
- Psychologist
- Social Worker
- Physical/Occupational Therapist
- Special Education Consultant

Teachers and/or parents may refer students to the AEA people for assistance through the **Child Find Process**. Before a student may begin work with any of the above staff, the school needs permission form the parents.

Summary of Parental Rights

Parents and children are granted a number of rights through rules and regulations applying to special education programs and services. As a parent you may request more detailed information from your school district or the special education division of the Area 267 Education Agency.

- you may review your child's school records and have a copy made of them
- you may request an evaluation of your child at any time
- an evaluation of your child will not occur without your written consent
- you will be informed of the results of evaluations and the recommendations that come from them
- your child will not be placed in any special education programs without your knowledge
- you have the right to refuse both evaluations and special education placements

Special Education Plan

The reason the Central Springs Community School District Developed Services Delivery System Plan is to outline a continuum of services available for helping children achieve high standards. All options need to be considered. Special education is one of the options. The decision whether or not to provide special education is a team decision. The prescription of special education may or may not be appropriate depending upon whether a student meets certain criteria that will entitle them to special education services. Failure to thrive in a general education environment is not, by itself, sufficient evidence of the need for special education. Data from a number of sources must be considered in making this decision. Baseline performance data, discrepancy analysis, outcome criteria, ongoing intervention design, and graphic representation of progress monitoring are essential elements in determining the next steps. *(This information is taken in part from the AEA Special Education Manual)*

CENTRAL SPRINGS COMMUNITY SCHOOLS

REQUEST FOR GIVING OUT MEDICATION

Dear Parent/Guardian:

If you are requesting the school to administer medication to your child, the bottom part of this form **MUST** be filled out and returned to the school.

The following information must be on the original label from the pharmacy on the ORIGINAL MEDICATION CONTAINER:

- | | |
|---|--|
| 1. name of pupil | 4. dosage |
| 2. name of medication | 5. time medication is to be given |
| 3. name of physician prescribing medication | 6. specific instructions to administer correctly |

Medication that is sent to school in envelopes and plastic bags WILL NOT be administered. Medication **MUST** be sent in the original container. The pharmacist is able to give you an additional bottle if you tell them you need one for school.

Please remind your child that he/she is responsible for asking for the medication at the appropriate time.

This form must be completed and returned to school for your child to have medications administered during school. A copy of the current Board of Education regulation is available. If you have any questions, please call: 641-454-3283 (Manly Campus) or 641-749-5301 (Nora Springs Campus).

As parent (guardian) of a student in the Central Springs Community School District, I hereby authorize and consent to school personnel giving the medication as listed below and release the school district and its personnel from any liability in relation to this request when the medication is given as ordered. I give permission for the school nurse or health official to communicate with teachers about the action and side effects of this medication. I give permission for the school nurse or health official to consult with the named physician regarding any questions that arise with regard to the listed medication or medical condition being treated by this medication. Field trips-I give permission for the assigned teacher/responsible adult to administer the medication on a field trip, as necessary, following school procedure.

MEDICATION PERMISSION FORM

Student Name: _____ Grade: _____

Medication Name: _____ Physician: _____

Prescribed Dosage: _____ Length of Time Given: _____

Time to Administer: _____ Reason for Medication: _____

Any Specific Instructions or Warnings: _____

Parent/ Guardian Signature: _____ Date: _____