

INTRODUCTION

Dear Parents,

Welcome to Camanche Elementary School. We are fortunate that you have chosen Camanche School District and look forward to working alongside each family to provide the best educational experience for your child.

This handbook is a resource of the policies and procedures used at Camanche Elementary School. Please discuss the contents of this handbook with your child(ren) and save it in a convenient place for further reference. Since not every question can be answered in this handbook, you are encouraged to contact the school by phone whenever you have unanswered questions.

It is our goal to provide the best possible education for your child. To do this, we need your help and support. It is important for you to know your school by being actively involved in your child's education. You can do this by coming to conferences and special events, being a volunteer, reading the newsletter and taking some time each day to visit with your child about the day's events.

We are looking forward to the new school year and our association with the families of Camanche Elementary School.

Sincerely,

Aimee L. Dohse
Principal

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MISSION STATEMENT

The mission of the Camanche Community School District, in partnership with the family and community, is to empower students to develop the knowledge and skills to become lifelong learners and successful, productive citizens in a diverse, technological, ever-changing global society.

CAMANCHE ELEMENTARY SCHOOL STAFF

<i>Name</i>	<i>Position</i>
Mr. Tom Parker	Superintendent
Ms. Aimee Dohse	Principal
Jessica Witt	Secretary
Alecia Goldbeck	Office Assistant
Susan Daniels	Guidance Counselor
Kathy Hullinger	School Nurse
Carrie Graves	Family Resource Coordinator
Cassie Bultsma	Preschool
Renae Mohr	Preschool
Amber Bielenberg	Kindergarten
Maddy Keeney	Kindergarten
Aubrey Klahn	Transitional Kindergarten
Stacy Simmons	Kindergarten
Sarah Buckley	First Grade
Trina Mink	First Grade
Annette Munck	First Grade
Bridget Knight	Second Grade
Sabrina Gifford	Second Grade
Jennifer Witt	Second Grade
Lisa Clarke	Third Grade
Sheila McMinimy	Third Grade
Lexi Meggers	Third Grade
Caitlin Geise	Fourth Grade
Mary Hiher	Fourth Grade
Karlee Low	Fourth Grade
Julie Reed	Fourth Grade
Sheryl Kennedy	Title I Reading/Insights
Karen Stephan	Title I Reading
Emily Drey	Special Education (1st and 3rd)
Kelly Everhart	Special Education (4th)
Chelsea Swanton	Special Education (K and 2nd)
Lexi Masse	Special Education
Misti Wilkening	Special Education
Amanda Wallace	Art
Ms. Jen	Music

Brett DeNeve	Physical Education
Gail Grim	Teacher Librarian
Demi Campie	Media Associate
Lindy Iben	Preschool Associate
Julie Connell	Preschool Associate
Gabrielle Welch	Preschool Associate/Special Education Associate
Mandy Kagemann	Special Education Associate
Sheila Cochran	Special Education Associate
TBD	Special Education Associate
Brenda Barker	Special Education Associate
Tammy Campie	Special Education Associate
Megan Collins	Special Education Associate
TBD	Special Education Associate
Denise Forney	Special Education Associate
Diane McVey	Special Education Associate
Janeen Reuter	Special Education Associate
Jennifer Bauchspiess	Nurse Associate
Kylee Hook	Classroom Associate
Angie Robinson	Classroom Associate
Kerry Butt	Classroom Associate
Deb Hermann	Classroom Associate
TBD	Classroom Associate
Patsy Gendreau	Classroom Associate
Jennifer Nelson	Classroom Associate
Drake Sachsenmeier	Classroom Associate
Lynne Mangler	Custodian
David Mess	Custodian
Julia Nelson	Custodian

SCHOOL SONG AND SCHOOL COLORS

Camanche School Song

Keep fighting Old Camanche
We're standing by you.
In every victory and through the
rough times, too.
(Although, they may be few.)
And, though the way be hard
Battles enflames us.
Our team will win in the final score.

Camanche School Colors

Royal Blue, White and Red

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. The term “school activities” means all school activities in which students are involved whether they are sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that

gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school office if the information on the emergency form changes during the school year.

ABSENCE/ATTENDANCE

The school laws of Iowa require that all children attend school regularly. Attending school every day is important to ensure your child’s academic, social and emotional growth. Students are expected to attend classes regularly to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school.

Hours for the school day are as follows:

MTThF	Wednesday
Entry Bell: 7:58	Entry Bell: 7:58
Tardy Bell: 8:03	Tardy Bell: 8:03
Dismissal: 3:08/3:15	Dismissal: 1:38/1:45

ABSENCE REPORTING

Parents are to contact their child’s school office when the child will be absent. Calls to the school should be made before 8:03 a.m. each morning. Please let the school secretary know your child’s name, the date of absence and the reason for absence. In the case of extended illness, one call is sufficient. The attendance office will determine if the absence is excused based on the guidelines listed below. The school principal holds the final decision as to whether an absence is excused.

ATTENDANCE DEFINITIONS & GUIDELINES

Truant: A student who is absent from school without an acceptable excuse.

Habitual Truant: A student with five (5) or more unexcused days of absenteeism in a school year. Absences are accrued in half and whole days in the elementary school.

Excused Late Arrivals: When a student arrives one hour or less late at the beginning of the school day and the absence is considered excused, it is recorded as an excused tardy. If the child arrives more than one hour late, and the absence is considered excused, it is considered a half day excused absence.

Excused Early Departure: When a student is picked up early with one hour or less left in that day, and the absence is considered excused, it is recorded as an excused tardy. If a child is picked-up early, and is gone more than one hour prior to the end of the school day, and the absence is considered excused, it is considered a half day excused absence.

Excessive Excused Absences: Students that have ten or more (10) absences may need to provide medical documentation to excuse subsequent absences.

Unexcused Tardy: A student who arrives at school within 60 minutes of the start of school without an acceptable excuse. Arrival beyond 60 minutes will be considered a half-day unexcused absence.

Unexcused Absence: A student who is absent from school without an acceptable excuse.

Unexcused Departure: A student who leaves school early without an acceptable excuse. These absences are considered an absence or tardy dependent on the length of time the student is out of school, as defined above.

Notification of Absences: The office should be **notified of a student's absence before the start of the day** but no more than 48 hours from the beginning of the absence to be excused.

Acceptable excuses for absences, tardies and departures:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent(s) or guardian(s) obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid.
2. Medical, dental, chiropractic, optometric or other valid professional appointments. Parent(s) or guardian(s) are requested to make their appointments during non-school hours.
3. A death in the immediate family or funerals for close relatives.
4. Religious holidays.
5. A court appearance or other legal procedure which requires the attendance of the student.
6. A quarantine as imposed by a public health officer.
7. Attendance at special events of educational value or school activities as approved by the school attendance officer.
8. Special circumstances that show good cause which the **principal approves in advance**.
9. Out-of-school suspension.

NOTIFICATION PROCEDURES

Parents will receive notification from the school at different points in the school year when their child meets or exceeds the number of tardies and absences listed below.

5 Absences in a school year: A letter will be sent home to notify the parent that their student has reached five absences

10 Absences in a year: A letter will be sent home to notify the parent that their student has reached ten absences. The parent and student may be required to meet with the Principal and Family Resource Coordinator or Counselor for an attendance cooperation meeting.

15 Absences in a year: A letter will be sent home to notify the parent that their student has reached fifteen absences. A letter may be sent to the Clinton County Attorney's Office notifying them if their student reaches twenty absences.

20 Absences in a year: A letter will be sent home to notify the parent that their student has reached twenty absences. An Attendance Mediation Meeting may be scheduled by the Clinton County Attorney's Office. A formal agreement between the parent, student and school may be put into place.

5 Tardies: A letter will be sent home to notify the parent that their student has reached five tardies.

10 Tardies: A letter will be sent home to notify the parent that their student has reached ten tardies. The parent and student may be required to meet with the Principal and Family Resource Coordinator or Counselor for an attendance cooperation meeting.

The purpose of these notifications is to provide information about the attendance guidelines and assist families if they need help getting their child to school.

Kindergarten students must be 5 years of age and first grade must be 6 years of age by September 15th of the school year.

EARLY DISMISSALS

On days of early dismissals, school will be dismissed either ninety minutes (1:38/1:45 PM) or two hours (1:08/1:15 PM) early. Please pay attention to the weekly newsletter for details.

INCLEMENT WEATHER

In cases of inclement weather, the following radio stations will announce closings, delays or early dismissals of school:

Radio	97X	MAC FM/94.7	Q106.5
	KROS 1340 AM/105.9 FM	KLNT 1390 AM	
TV	KWQC	WHBF	WQAD

A school day missed during the school year is automatically added to the end of the school year calendar.

PARENT NOTIFICATION SYSTEM

Camanche Community School District has implemented a parent notification system that will allow parents to receive voice, text and/or email messages regarding the cancellation, delayed start or early dismissal of a school day. This system allows parents to receive messages on a number of different numbers. To ensure that you are receiving these important messages, you should provide the district with your current information

You will receive messages through JMC.

Please contact the office secretary or the IT Coordinator, if you have any questions or problems receiving these messages.

REGULAR DAILY ACADEMIC SCHEDULE

7:30 - 7:58 AM	Students are allowed in for breakfast
7:45 AM	Supervision provided on playground area
7:58 AM	Students are allowed in building
8:03 AM	Tardy bell rings
3:08 PM	Bus riders dismissed
3:15 PM	Walkers dismissed

(Please do not drop students off prior to 7:45 AM there is no supervision outside prior to this time)

ACHIEVEMENT **GRADE REPORTS**

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

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. **STUDENTS ARE EXPECTED TO COMPLETE HOMEWORK ON TIME.** Failure to complete homework may result in loss of student time (recess) to complete the homework.

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 if desired. 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 parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st (grades 1-4) and Sept. 1st (K) of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

PARENT-TEACHER CONFERENCE

Conferences are scheduled during the first and third quarters for students in grades PK, K, 1, 2, 3, and 4. Teachers and the office schedule conferences and a confirmation is sent home with the child. We ask that you attend these conferences. The district goes to considerable time and expense to make these available. If you cannot come at the time scheduled, please call so a better time can be arranged for you.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them. Camanche Elementary School uses the **Iowa Assessments** for students in grades 2 through 4. This test is given at the end of the school year around the end of March/ beginning of April. Students in K-4 will be given the **Formative Reading Assessment System for Teachers (FAST)** three times a year. This test gives us information on fluency and accuracy. **ACT Aspire** is also given to students in grades three and four. This maps learner progress from grades three through high school on a vertical scale, anchored to the scoring system of the ACT. In addition, selected students will be given the **Cognitive Abilities Tests** to assist in measuring academic growth and for possible placement into the district's talented and gifted program (INSIGHTS). Please see Mrs. Kennedy for additional questions.

ACTIVITIES

ASSEMBLIES

Throughout the school year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students

attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

FIELD TRIPS AND FIELD TRIP PERMISSION FORMS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. 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.

A permission form for field trips was signed with your emergency form in the fall, giving permission for field trips that cover the entire year.

INTAKE CONFERENCES

At the beginning of each school year, parents will have the opportunity to meet one-on-one with their child's teacher during our annual intake conference. During the first day of school, parents and children will come to school and meet with his/her teacher for approximately 15 minutes. This event provides an opportunity for parents and teachers to share student concerns, classroom and school procedures, and expectations for the coming year as well as reduce child anxiety by familiarizing the child with his/her teacher and classroom setting.

PHYSICAL EDUCATION PARTICIPATION AND EQUIPMENT REQUIRED

Physical education is an integral part of the total educational system at Camanche Elementary School. It is important to teach students to maintain healthy bodies and minds. Students are asked to **bring an extra pair of clean tennis shoes to leave at school.** The clean tennis shoes assist us to maintain a cleaner and safer floor while students are indoors for physical education. All students are required to participate in physical education classes unless excused by a doctor.

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.

USE OF DISTRICT FACILITIES

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 and/or parents wishing to use the school district facilities should contact their sponsor, the principal, or the athletic director to reserve a room. **An agreement for facility usage must be filed with the Activities Office at Camanche High School and reservation paperwork for facilities must be filed for each individual use of school district facilities.** School district policies, rules and regulations are in effect during these meetings.

WELLNESS POLICY

The Camanche policy is intended to teach and model healthy choices for students and adults.
Healthy Snacking = Healthy Kids

The Healthy Kids' Act was created to improve the health of our children by creating a healthier environment in our schools. To assist with creating this healthier environment at Camanche Schools, we ask for your cooperation in seeing that all treats and/or snacks offered at school meet the Healthy Kids' Act requirements and are individually wrapped. Below is a list of examples of snacks approved for our school. To prevent possible allergic reactions, please send treats and snacks purchased at a store and have an ingredient label on the package stating the content of the food.

Classroom Treat/Snack List:

Apples (whole apples and individually wrapped)	Keebler Elf Grahams (regular or cinnamon)
Grapes (as bought from the store)	Popcorn
Bananas (whole)	Pretzels
Goldfish Crackers	Nabisco 100 Calorie Snacks
Baked Chips	Quaker Rice Snack – Chocolate
Crackers, REDUCED FAT	Quaker Rice Snack - Caramel
Cheez-Its (mixture & all varieties)	Rice Krispie Treats (wrapped)
Chex Mix (<140 calories)	String Cheese
Dried Fruit (all varieties)	Teddy Grahams
Fruit Bars	Yogurt
Hunts fat-free Vanilla Pudding Cup	100% Fruit Juice (individual boxes)
Hunts fat-free Chocolate Pudding Cup	Bottled Water

Due to increasing peanut allergies and other food allergies, students may not bring home baked items. All snacks served at school need to be served in the original package with itemized ingredients listed. If there is an item not listed that you would like the District to consider as an acceptable snack idea, please contact Lori Christopherson @ 259-3036.

Along with eating healthy, we are continuing with our *WELLNESS WALKS* to start each day. While our weather cooperates, all students are to meet on the blacktop area before school and participate in these wellness walks. Once the weather turns inclement, and students have to wait inside for school to start, we will follow the walking schedule posted in the hallway outside of the cafeteria, which shows which grade level will be walking each morning in the gymnasium. Thank you for your support on this issue. We know that we are doing what is best for our children.

HEALTH, WELL-BEING AND SAFETY

ADMINISTRATION OF MEDICATION

ELEMENTARY STUDENTS MAY NOT CARRY PRESCRIPTION MEDICATION AT ANY TIME. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

CONFLICT MANAGERS

Several years ago the Camanche Elementary School began an effort to reduce the number of conflicts at school and to teach the students how to deal with conflict positively. The Conflict Managers Program was created and is outlined below:

Who Are Conflict Managers?

Conflict Managers are specially chosen and trained students in grades 3 and 4 who help students get along with each other.

What Do Conflict Managers Do?

When students are involved in a non-physical dispute, they are asked if they would like Conflict Managers to help them solve their problem. If the disputants so choose, the Conflict Managers help them by using a problem-solving process to clarify the nature of the dispute and to reach a solution satisfactory to both disputants.

What Do Conflict Managers Learn in Training?

1. Leadership
2. Communication Skills
3. Problem Solving
4. Responsibility
5. How to Improve the School Environment

Benefits of the Conflict Management Program

1. Conflict Managers gain confidence in their abilities to help themselves.
2. Conflict Managers learn to get along better at home and at school.
3. Conflict Managers' grades often improve.

4. Other students learn from Conflict Managers how to get along with each other better.
5. Arguments decrease, so students spend more time learning.
6. Students and teachers are able to work together in a more friendly, relaxed way.

CROSSING GUARDS

Parents are asked to remind their children to cross at these intersections as they travel to and from school. Crossing guards are provided at the following intersections:

- 11th Place and 7th Avenue (by Indian Village)

EMERGENCY DRILLS

Periodically, the school holds emergency fire and tornado drills which are required by law. School districts must have two fire and two tornado drills each semester for a total of eight each school year. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

HEALTH SCREENINGS

Throughout the year, the school district sponsors health screening for vision, hearing and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a healthcare provider. The certificate must state that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted. Parents who have questions should contact the nurse's office at 259-3016.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Physical examinations are required of all entering kindergarten students. All forms needed for kindergarten physicals are made available during Kindergarten Roundup in the spring.

SCHOOL NURSE

Mrs. Kathy Hullinger serves as the district's school nurse. She can be reached by calling 259-3016. Hours for the school nurse vary due to her many responsibilities throughout the school district. If you have any questions concerning your child's health please give us a call at school and

we will get back with you as soon as possible.

SCREENINGS/VISION SCREENING

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten and again before enrollment in the 3rd grade.

Kindergarten Screenings: A screening will be valid if it is completed up to 1 year prior to enrollment and no later than 6 months after enrollment.

Third Grade: A screening will be valid if it is completed no earlier than 1 year prior to the first day of school and no later than 6 months after the first day of school.

The Iowa Department of Public Health vision screening forms are available in the nurse's office.

SCREENINGS/DENTAL SCREENING

All children newly enrolling in an Iowa elementary or high school are required to have a dental screening.

For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable. For 9th grade, a screening completed no earlier than one year prior to enrollment and no later than four months after enrollment is acceptable.

For kindergarten students, the requirement allows a licensed dentist, dental hygienist, physician, physician assistant, registered nurse, or advanced registered nurse practitioner to provide a screening. For 9th grade students, a screening must be provided by a licensed dentist or dental hygienist. Screenings performed by out-of-state providers are acceptable. The goal is that every child has an exam or screening by a dentist.

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 Mrs. Kathy Hullinger at 259-3016 as its Level I investigator.

STUDENT ILLNESSES OR INJURY AT SCHOOL

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

While the school district is not responsible for treating medical emergencies, employees may

administer emergency or minor first aid if possible. The school contacts emergency medical personnel when necessary and attempts to notify the parents when the student has been transported for treatment.

USE OF OVER THE COUNTER MEDICATIONS

Purpose: Over the Counter (OTC) medications are drugs that can be purchased without a doctor's prescription and are used for the relief of symptoms on a temporary basis. The Iowa Board of Nursing states that the registered nurse may determine that the use of OTC medications ordered by a parent is the appropriate care for some children. Appropriate use of OTC medications at school can assist students to remain in school and continue to achieve in the classroom.

The following provides direction to the parent and the school nurse in safe administration of OTC medications at school.

Guidelines:

1. The following OTC medications will be available for administration of age appropriate doses.
 - a. Acetaminophen (E.g. Tylenol)
 - b. Ibuprofen (e.g. Motrin)
 - c. All other OTC medications do require a physician order.
2. All medications must be kept in the health office and taken under adult supervision unless otherwise ordered by a physician and delivered to the school from the parent/guardian.
3. The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use and date.
4. Written parent permission will be required before OTC medications will be administered.
5. OTC medications will not be offered on demand but only after a careful assessment of the need to medicate has been made by the school nurse and other treatment measures to resolve the problem have been considered.
6. Based on the assessment, the school nurse may give the medication. However, the school nurse may determine that an OTC medication could be detrimental to the child. In these instances, the school nurse may refuse to administer the medication and state the reasons in writing to the parent. If the parent pursues the matter and returns with a physician's prescription for the medication, the school nurse will execute the regimen prescribed by the physician.
7. Students who are currently taking medications that use with Acetaminophen or Ibuprofen is not recommended, or have significant allergy histories, or are pregnant and/or have chronic health conditions that could be adversely impacted by the use of OTC medications will require a doctor's order to receive the medication at school.
8. Students will be allowed up to 10 combined doses of Acetaminophen and/or Ibuprofen throughout the school year, after which a referral to the child's doctor to determine if the medication should be continued will be made. Furthermore, based on the assessment findings, the school nurse can refuse to further administer medication prior to the 10th dose if it is felt to be warranted.
9. Use of OTC medications will be documented in the student's health record according to district guidelines. Every attempt will be made to notify the parent of OTC use at school.
10. The school nurse will assess the response to the medication. If the student feels better, the student will be returned to class. If no improvement, the school nurse will contact the parent.
11. If the student shows any sign of allergic reaction or other adverse reaction, the school nurse will contact the parent and the doctor if known, and follow first aid guidelines for managing allergic reactions until further follow-up care is determined.

RECORDS

EDUCATIONAL RECORDS

In accordance with FERPA regulations, student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed access to a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting information released to the public must make object in writing to the principal. The objection needs to be renewed annually.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their

student's information disclosed without their prior written consent

PROCEDURES FOR STUDENTS TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT PHOTOGRAPHS

When photographs are taken during the school year for records, students are not required to purchase their pictures. Photographs are taken at the elementary for educational purposes. If you do not want your child's picture taken, please submit that in writing to the principal.

WITHDRAWING FROM SCHOOL

Parents should inform the office of withdrawals several days in advance, if possible. Book fees and fines owed will be subtracted from any money due the student. Transcripts of credit will not be forwarded if the student owes unpaid fees. Students should turn in assigned books to respective teachers before withdrawing from school.

RIGHTS AND RESPONSIBILITIES

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;

- how the student felt; and
- how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the Level I investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form
for yourself or someone else
(please identify the individual
if you are submitting on
behalf of someone else): _____

Who or what entity do you
believe discriminated against,
harassed, or bullied you (or
someone else)? _____

Date and place of alleged
incident(s): _____

Names of any witnesses
(if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant
(include whether the
Complainant is a student
or employee): _____

Date and place of alleged
incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant _____
(include whether the
Complainant is a
student or employee): _____

Date and place of
alleged incident(s): _____

Name of Respondent _____
(include whether the
Respondent is a student
or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

BIKING TO SCHOOL

All students are allowed to ride bicycles to school. The bicycles are to be placed in the racks provided and should be locked up to prevent theft. Students are required to walk their bikes on and off the school grounds because of the heavy traffic. Bike riding privileges may be revoked if the rules of safety are not followed.

CARE OF SCHOOL PROPERTY

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.

CELL PHONES/ IPODS/ PORTABLE TECHNOLOGY

Portable technology is allowed at the elementary school at the responsibility of the user. The school is not responsible for broken or misplaced portable technology as the user accepts all responsibility for his/her devices. Cell phones are to be turned off and not on the person during the school day. Student use of cell phones on school property will result in confiscation of the said cell phone.

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 that does not disrupt the school or educational environment. Students are not to wear clothing that is see through, or clothing that shows the belly or back with arms raised. All pants and shorts must be worn where they were intended and not dropped low enough for undergarments to be shown.

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. In addition headgear (such as hats or sunglasses) are not to be worn in classrooms or inside the building and shoes must be worn at all times.

Dresses of modest length, skirts of modest length, jeans and long shorts that are neat and kept are considered suitable attire for girls. Jeans, trousers, or long shorts that are neat and kept to a decent level above the waists are considered suitable attire for boys.

Students are asked to dress appropriately for the weather each day. Students will be outside unless the wind chill temperature is above 10 degrees Fahrenheit. It is the school's recommendation that the outside temperature be above 60 degrees Fahrenheit for students to wear shorts to school.

Students are also asked to wear coats, long sleeves, and/or sweatshirts when the temperature outside is below 60 degrees Fahrenheit.

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.

ELEMENTARY EXPECTATIONS (Rules)

CAMPUS EXPECTATIONS:

1. Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
2. Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
3. Running and playing in the hallways are not permitted.
4. School property, facilities, and equipment must be used properly and safely.
5. Bicycles, skateboards, and skates may not be ridden on campus, please walk them on school grounds.
6. Only materials, supplies, and items directly related to units of study may be brought to school. Electronic games and devices, laser light pointers, and toys are not permitted. There may be some exceptions with prior approval of teachers. Inappropriate or unapproved items will be confiscated.
7. All state and federal laws must be followed at all times.

Hallway Expectations

- * Move quietly in the hall
- * Walk using the right side of the hallway (this helps to avoid collisions).
- * Classrooms will walk in a straight line, lead by teacher.
- * No playing with toys and balls in the hallways.

Playground Expectations

- * Respect others – (Means: keep hands and feet to yourself, no spitting, use appropriate language...)
- * Use equipment properly. (Means: Do not jump off any equipment, don't bounce balls against the building, etc.).
- * Follow directions the first time they are given from adults and conflict managers.
- * Do not throw objects (including snowballs, ice chunks, wood chips, rocks, and/or dirt)
- * No tackle football, king of the hill, play fighting or aggressive play.
- * Students must line up immediately and quietly when the bell rings. They should enter into the building quietly showing respect for other learners in classrooms.

Indoor Recess Expectations

- * Show respect for other classrooms. Use quiet voices.
- * Play appropriate classroom activities and games.
- * No running, jumping, rough housing or other potentially dangerous or disruptive activities.

Before School Expectations

- * Stay on blacktop area only
- * No ball of any type

- * Line up when the bell rings
- * No running

Morning Indoor Expectations

- * Sit quietly in designated area
- * Keep hands and feet to yourself
- * Read/look at a book silently
- * When bell rings, quietly collect your belongings and go straight the classroom

ILLEGAL ITEMS FOUND IN SCHOOLS OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. In addition, toys that resemble weapons will be confiscated, as they are not allowed on school grounds.

INITIATIONS, HAZING OR HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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 or 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. “Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean 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:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- 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.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student’s performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 a purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating

to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
 - Inclusion in the employee handbook,
 - Inclusion in the registration materials,
 - Inclusion on the school or school district's website,
- And a copy shall be made to any person at the central administrative office at 702 13th Avenue.

INTERNET

Camanche information technology resources, including servers, network services, computers, printers, internet access, telephones, video, peripherals, applications, library catalog, online resources, and multimedia, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.

- Not distribute private information about others or themselves. This includes private information posted online from school or from home, or any other location. (Anti-Bullying/Harassment-Camanche Policy 104.0)
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher, building administrator, or a member of the technology staff.
 - Not destroy or damage data, networks, or other resources that do not belong to them. This included all computers and technology related hardware. (Camanche Policy 502.3)
 - Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies)
 - Not plagiarize.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. Any financial obligation resulting from Network use, such as purchase of goods and services via the Internet or phone services, are the user's responsibility and not the responsibility of the Camanche Community School District.
 - Do not attempt to harm, alter, disable, or destroy any system, or data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly, or impedance of other users or systems by mass consumption of resources. (downloading unauthorized video, music, etc.)
 - Will not attempt to use anonymous proxy servers in an attempt to bypass the school's Internet content filtering software.
 - Only the school's Technology staff or staff designates, under the direction of the Technology Director shall perform the configuration and install computer equipment for use on the school's network. Connecting laptops or other devices to the District's network is prohibited whether these devices are owned by the District or not, except when done by the District's Technology staff or designates. Anyone who attempts to connect equipment not authorized by the district's Technology department to the school's/district's network shall be liable for disciplinary and possible legal action.

Supervision and Monitoring

School and network administrators and their authorized employees monitor all use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The Camanche Community School District also, will cooperate fully with local, state, and/or federal officials in any investigation to any illegal activities conducted through the service.

Consequences of Violation

The Network and Technology are considered a privilege. Camanche Community School District at any time and for any reason or for no reason may discontinue general access to the network or rescind the user's privilege of using the Network and Technology. Violations of these rules may result in disciplinary action, including and not limited to, the loss of a student's privileges to use the school's information technology resources. (Camanche Policy 603.15)

FIRST Infraction:

The student will lose Internet and or computer access for 2 weeks. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

SECOND Infraction:

The student shall forfeit all Internet and or computer privileges for a period of 4 weeks. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access right to the Internet and or computers will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and copy provided to the building principal.

THIRD Infraction:

The student shall forfeit all Internet and or computer privileges for a period of 9 weeks. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access right to the Internet and or computers will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and copy provided to the building principal.

FOURTH Infraction:

The student will forfeit all Internet and or computer privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building principal during the forfeiture period or access rights to the Internet and or computers will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

If consequence will impact a computer based course, the consequence will be evaluated by school administration to allow for course completion.

STUDENT LOCKERS

Students' lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged

The expense to repair damage done to a student's locker is charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in students' lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

MISCELLANEOUS

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are 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 and unloading or leaving the bus. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct. If questions contact our transportation department at 259-3007.

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 violation.

- . 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 board.
- . 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 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 may assign riders a seat.
- . 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 rider(s) use.
- . Permission to open windows must be obtained from the driver.
- . Classroom conduct is to be observed by students while riding in 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 materials 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.

ELEMENTARY GUIDANCE

Camanche Community Schools continues to provide for the social/personal, career, and academic needs of their students. Elementary school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population.

Elementary School Counselors implement the Counseling Program by providing:

- **Guidance Curriculum-** career awareness, decision making, social skills, study & test taking skills, peer relations, & conflict resolution
- **Academic Planning-** goal setting, decision making, transitioning of students to middle school, & individual student planning
- **Responsive Services-** individual and small group counseling, crisis intervention, conflict resolution, & community referrals
- **System Support-** consults with parents, teachers, specialists, and other staff members concerning students

Please feel free to contact our counselor at any time to discuss your student's needs. Together we can help make your child's school year a positive and rewarding experience.

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 Central Office at 259-3000.

INTERVENTION TEAM

The Camanche Elementary School Intervention Team consists of the Principal, School counselor as needed, and several staff members who meet weekly to discuss academic, behavior, and social problems that our students may be having. Students are referred to the Intervention after the teacher has tried multiple interventions and has spoken to the parent at least once. The purpose of the Intervention Team is to identify those students who are struggling and help them find success. Parents may be called and asked to come in and have a meeting with the Intervention Team and parents are also encouraged to call and ask for a member if they have any concerns as well.

LEGAL STATUS OF STUDENTS

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 office. The school district needs to know when these changes occur to ensure that the school district has a current student record.

LOST AND FOUND

The school maintains a lost-and-found box. Items turned into the office as "lost" are placed in the box. Items that remain in lost-and-found after each conference and the end of the year are discarded or donated to charity. Please label all of your child's possessions so that they may be returned to them in their classrooms rather than to the lost-and-found box.

MEDIA CENTER/LIBRARY

The school media center is available to students during school hours. The library is a place for browsing, study and research. Students are encouraged to check out books but may be restricted if books are not returned when due.

PARENT TEACHER ASSOCIATION (PTA)

Parent involvement - your involvement - in education increases your children's chances for success in school. Studies show that children whose parents are involved in education are more motivated in school, that motivated students are more likely to participate in class, are more likely to complete homework, and more likely to achieve academically. In short, motivated children become students with good chances for bright futures.

Joining our local PTA and becoming an active participant is one way you can demonstrate to your child that school is important to you. Please contact the school office or a PTA officer, if interested. We meet monthly.

The important thing to remember is this: **Involved parents DO make a difference.**

PETS ON CAMPUS

We love your pets, especially your dogs. However, sometimes dogs leave messes, sometimes children are frightened or allergic and sometimes dogs do not like other dogs, so for the safety and

comfort of students, staff, parents and other campus visitors, please do not bring your dogs or other pets on campus during school hours. If you must bring your pet to pick up or drop off your student, please make arrangements to do so at a point off of campus. Thank you for your willingness to ensure student comfort and safety. We appreciate it.

SCHOOL ANNOUNCEMENTS

School announcements are made on a daily basis. Students and/or parents who wish to have an item included as an announcement must have permission from the principal. For the convenience of all families, our newsletter is uploaded to the elementary website and may be accessed at <http://www.camanche.k12.ia.us/Elementary/index.html>.

TELEPHONE CALLS DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. The school secretary will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students will be allowed to call home with teacher or principal permission ONLY.

TOYS/LEARNING/AND SAFETY

We urge parents to send NO toys to school. Toys can oftentimes cause conflicts or distractions that disrupt the learning process. Toys which are expensive or potentially disruptive are not to be brought to school. It is impossible to assure the physical well being of expensive toys in all situations. The following list is not inclusive and is intended to provide some examples of the objects which should not be brought to school: electronic tablets, fidget spinners, laser lights, roller blades, rubik's cubes, baseballs/baseball bats, radios, music players, electronic games and trading cards. In addition, items which are potentially harmful to others are not to be brought to school. If a teacher allows students to bring toys for a situation such as show and tell the toys must remain in the classroom. Any inappropriate items brought to school will be confiscated and in some cases kept for parents to pick up.

VISITORS/GUESTS

For the safety of our students and staff, visitors to the school grounds must check in at the principal's office. Visitors and guests are asked to enter the double doors closest to the office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

SPECIAL ELEMENTARY NOTES

BIRTHDAY TREATS

Birthday treats are welcome at school. Arrangements must be made with the classroom teacher as to when it will be appropriate to bring the treats. In order to protect the education of all students, individuals bringing treats to school may share them with his/her classroom only. **PLEASE SEE**

WELLNESS POLICY (P. 14) PRIOR TO BRINGING BIRTHDAY TREATS.

COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, please enclose it in an envelope clearly marked with the student's name and his or her teacher's name.

INVITATIONS TO PARTIES

Students may bring party invitations to school for distribution, if they are inviting ALL classmates. The omission of certain students causes unnecessary hurt feelings.

SCHOOL SUPPLIES

School supply lists are available in the school office during school hours. Supply lists are also sent to major department stores in the area. You are encouraged to call the school office if you have questions.

Revised 7/1/17