



Student & Family Handbook 2018-2019

401 Panther Drive, P.O. Box 819, Panora, Iowa 50216
641-755-2021

Mr. Holloway
Superintendent

Mrs. Ratcliff
Elementary Principal

***“Developing a community of learners who are responsible, motivated citizens with academic, career, and volunteer experiences that prepare them for life’s next step.
We are PANTHER READY”***

Notice of Non-Discrimination

Students, parents, employees, and others doing business with or performing services for the Panorama Community School District are hereby notified that this district does not illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socio-economic status (for programs) in its educational programs and employment practices.

Liz Ratcliff, Elementary Principal/School Improvement Director, has been designated to serve as the district’s Equity Coordinator to ensure compliance with district policies. There is a grievance procedure for processing complaints of discrimination that is available in the district office and website. If you have a question or complaint related to compliance with this policy, contact Ms. Ratcliff by email (liz.ratcliff@panorama.k12.ia.us), phone (641-755-2021), or mail (Panorama Schools, 401 Panther Drive., Panora, IA 50216), or contact the Director of the Office for Civil Rights by mail (U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475 Chicago, IL 60662-7204), phone (312-730-1560), fax (312-730-1576), or email (OCR.Chicago@ed.gov).

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District Information Policies and Procedures

Student Records

Panorama Community School maintains records in order to facilitate the educational instruction of each student. The records of each student are located in the school which they attend. The following persons, agencies and organizations have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access shall be only upon written consent, court order or legally issued subpoena.

- A. School officials, teachers and Heartland Area Education Agency personnel with a legitimate educational interest
- B. Representatives of state and local government when auditing or evaluating programs
- C. Parents of dependent children
- D. Appropriate parties in a health or safety emergency

The principal may release the following directory information where appropriate: name, address, telephone listing, date and birthplace, major field of study, participation in activities and sports, dates of attendance, weight and height of members of athletic teams, degrees and awards received, and recent previous school or institution attended. **Parents may request in writing the objection to release directory information.** Student photos may on occasion appear in the newspaper, district website, Panther Tracks or on television. **Parents may request in writing that their child's photo not appear in any publications.**

The parent, guardian, legal representative or the student may under the condition that all data is fully interpreted by an educational professional:

- (1) inspect and review educational records;
- (2) request an amendment of the educational records;
- (3) consent to disclosure of personally identifiable information in educational records;
- (4) file a complaint with the U.S. Department of Education;
- (5) obtain a copy of the records policy;
- (6) withdraw student's directory information from general release.

Students and parents may file with the Department of Education complaints concerning failures of the school to comply with federal legislation dealing with students' records.

Harassment & Bullying

Students or employees who feel they have been harassed are encouraged to contact a school official. Students who are physically or sexually abused or harassed by an employee or another student, 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/students. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Chris Webner (755-2317) as its Level I investigator.

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. The board has in place policies, procedures, and practices that are designed to reduce and deal with bullying and harassment as it is reported. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated in the school or school district.

The board does not allow harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: 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 race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is not allowed.

This policy applies while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or participating in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, 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 will be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means 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 a hostile 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 negative effect on the student's physical or mental health;
- Has the effect of interfering with the student's academic performance; or
- Has the effect of 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 communication, 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:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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 by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct 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 and harassment.

Section 504

Section 504 of the Rehabilitation Act of 1973 applies to persons with physical or mental impairments (disabilities) that substantially limit a major life function. It states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. The principal in each building is responsible for assuring that the district complies with Section 504. The building principal will determine staff to participate in the evaluation, schedule the eligibility meeting, and help write accommodation plans for qualifying students with impairments (disabilities).

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Liz Ratcliff, Elementary Principal/Curriculum Director, has been designated to serve as the district's Equity Coordinator to ensure compliance with district policies. There is a grievance procedure for processing complaints of discrimination that is available in the district office and website. If you have a question or complaint related to compliance with this policy, contact Mrs. Ratcliff by email (Liz.Ratcliff@panorama.k12.ia.us), phone (641-755-2021), or mail (Panorama Schools, 401 Panther Drive, Panora, Iowa 50216), or contact the Director of the Office for Civil Rights by mail (U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475 Chicago, IL 60662-7204, phone (312-730-1576), or mail (OCR.Chicago@ed.gov).

Annual Notice of Non-Discrimination

The Panorama Community School District offers career and technical programs in the following areas of study:

- Agriculture
- Business
- **Family Consumer Science**
- Health Sciences

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Grievance Procedure Code No. 101.R1

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints

alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

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

Investigation

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discriminations, in lieu of any other general policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Homeless Statement

The Board of Directors of the Panorama Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home, living in a community shelter facility, or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs on the same basis as those services and assistance are provided to resident pupils.

Human Growth and Development

The Panorama CSD provides students with instructions in human growth and development. Parents and guardians may review the human growth and development curriculum prior to its use by contacting the principal. After viewing the materials and visiting with the school official, parents can excuse their child from the instruction in writing.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to School Board Policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view or express concerns about instructional materials should contact the school’s Building Principal.

Compulsory Attendance Law

A child who has reached the age of six and is under 16 years of age by September 15 is of compulsory age. Children who have attended a StateWide Voluntary Preschool Program and are enrolled in kindergarten are also considered to be of compulsory age. Panorama Elementary students are required to attend 80 days a semester.

If a student arrives after 8:30 A.M., s/he is counted absent for the A.M. If a student leaves before 3:00 P.M., s/he is counted absent for the P.M. It shall be the discretion of the principal to investigate and determine whether special action is necessary for students who have excessive absences (including tardies). Notes for all appointments resulting in absences from school require a note be submitted to the office upon return. Excessive absences can result in the child being declared truant at which time a referral will be made to the district’s truancy officer.

After five absences in a semester, a notice may be mailed to the parent/guardian and a referral may be made to the district’s truancy officer. Determination of whether or not an absence is excused or unexcused will be left to the discretion of the building principal.

On late-start Wednesdays the aforementioned times will be adjusted accordingly.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The form also includes a statement that gives the school district permission to release the students to the specified person in the event parents cannot be reached. **Parents must notify the school office if the information on the emergency form changes during the school year.**

Dangerous Weapons and Substances

Any student who brings a weapon to school or to a school activity shall be suspended immediately and recommended for expulsion from school for one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a weapon to school, the principal, superintendent and other appropriate individuals shall consider the student's status including the student's knowledge, purpose and apparent intent.

Students shall not possess toy weapons or "look alike" weapons at school except with the knowledge and permission of a teacher, coach or administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending upon the student's disciplinary history. Any student who threatens another person on school property or at a school event with a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife or plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his/her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Students shall not bring illegal items to school such as tobacco, vapor pens, e-cigarettes, synthetic or look alike drugs and paraphernalia, and alcohol products. Violation of this policy shall result in confiscation of the substance and disciplinary action up to and including detention or suspension, depending upon the student's disciplinary history.

The superintendent and principal shall be responsible for notifying staff, students and parents or guardians of this policy. Appropriate legal authorities may be contacted by the school where a violation of law is believed to have occurred. Please refer to School Board Policy as well.

Inclement Weather

When severe weather results in a late start or school cancellation, information will be announced on local radio and television stations. Late start or cancellation notices will be made by 6:00 am if possible. Announcements of early dismissals will be made one hour prior to dismissal.

Families will be sent an email and/or text message through Infinite Campus. You can sign up for text messages and/or emails regarding late starts/early outs/cancellations due to weather on our school website—IOWA SCHOOL ALERTS. Information will be posted on the website as soon as decisions are made. Please do not phone the school unless it is an emergency situation, as your call will tie up phone lines.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means, including email and/or text through Infinite Campus. The superintendent and/or transportation director determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will follow emergency routes or the parents are responsible for picking up the students at the school and/or at the drop-offs. Parents are encouraged to make plans for children in the event school must be dismissed early.

Buses and Other School Vehicles

Transporting students safely on school buses each day is a responsibility the district takes seriously. Just as teachers are responsible for students in the classroom, bus drivers are responsible for the safety of students on the bus. *Students who are riding school vehicles and school buses equipped with seat belts must wear the seat belts at all times.* The bus driver is in charge of maintaining discipline while transporting students. The following rules and guidelines are in place to be sure students are safe as they travel between school and home.

Student Bus Rules

- Respectful
 - Sit
 - Face the front
 - Hands to self
 - Quiet voice
 - Listen to the driver
- Responsible

- Keep track of your belongings
- Know when to get off
- Listen and do what the driver asks
- Safe
 - Sit
 - Walk
 - Quiet voices
 - Know your emergency plan
 - Keep food in backpack
- Caring
 - Use nice words
 - Talk appropriately

Disciplinary Actions Regarding Student Behavior

- 1st Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Transportation Director will communicate with parent about the incident
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 2nd Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent and issues a disciplinary action
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 3rd Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent
 - One day bus suspension for the student and/or other disciplinary actions
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 4th Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent and a meeting is held with student, parent, Transportation Director, and Administrator
 - One week bus suspension for the student and/or other disciplinary actions
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions

At any time a single violation of the conduct rules is deemed to be so serious in nature as to jeopardize the overall climate of the bus, a school administrator may issue more severe disciplinary actions.

Parent Guidelines

- One primary stop per household is preferred by the district, if more than one stop is needed on a consistent basis these circumstances must be communicated with the Transportation Director.
- Students living in Panora should never cross Hwy 44, Hwy 4 or P28 to get to a bus stop unattended
- Bus routes are provided for students riding on a daily basis
- Students should be waiting for the bus so the schedule is not interrupted. Buses will not wait more than 15 seconds at a stop
- Call the school 641-755-2308, by 7:00 AM if your child is not riding that day
- If you have transportation changes to your child/children's normal routine, the office needs notified no later than 2PM
- No more than one guest rider permitted per regular rider

- All guest riders must have a signed note or verbal communication from a parent

Questioning by Outside Agency

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer wished to speak to a student, the request must come through the administrative office; with the consent of the parent or guardian—every attempt will be made to contact the parent and/or guardian. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism will not be 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.

Panorama Title I Parent Involvement Policy

At the district level, it is the policy of the Panorama Community School that parents of all participating children have the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools.

It is the policy of the Panorama Community School that:

1. This written policy is distributed to parents of participating Title I children served through Panther Time.
2. During our parent/teacher conferences on Tuesday, August 23rd, feel free to visit with our Title I reading teacher as she will be available for questions, comments or concerns. Additional parent meetings, such as parent-teacher conferences, with flexible meeting times shall be held during the first and second semesters. Parents and the Title I teacher may request additional meetings. Notification of meetings will be mailed, sent home with students or notification may be made by phone.
3. Parents requesting assistance in understanding the requirements of the Title I law, National Educational Goals, content standards, performance standards and assessment will be directed to the curriculum director. Information may also be obtained during parent teacher conferences and other informational meetings.
4. Parents receive an explanation of the school's performance profile, expected proficiency levels for students and their student's assessment results. The 280.12 and 280.19 annual reports contain the school's performance profile. Expected proficiency levels are included in district curriculum guides, which are available upon request.
5. During the initial stage of placement, parents are informed in writing of the reasons their child was chosen to receive Title I services, the curriculum, instructional objectives and delivery method.
6. Parents receive timely responses to all parent questions. All information sent to parents is in the language used in the home. Full opportunities are provided for all parents to participate in the Title I activities.
7. A school/parent compact developed and reviewed outlines how parents, the entire staff, and the students share the responsibility for improved student achievement. The compact describes the means by which the school and parents build partnerships to help students achieve high standards. This is distributed during the school year.
8. Title I services may be delivered in one of two ways. Some students will leave their regular classroom to receive instruction in another room. Other students may receive instruction in their regular classroom setting.
9. Staff training, home visits, phone calls, volunteer opportunities, parent conferences, publications and the district Title I Plan provide opportunities for parents to become partners with the school in promoting the education of their children. The school provides reasonable support for parental involvement as requested by parents.
10. Through shared training opportunities and publications the school coordinates and integrates parent programs and activities with other programs as appropriate.
11. We will continue to evaluate our parental involvement policy via parent surveys, on-going conversations, and feedback obtained from our parents.
12. Parents always have the opportunity to discuss the Title I program with the Title I teacher and principal throughout the year.

Internet Access

Technology is a vital part of the school district curriculum and the Internet will be made available to students. Appropriate use of the Internet must be followed. Students can access the Internet only under the direction of a staff member. The district does use filtering software that restricts access to certain websites and content. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Students are instructed on the appropriate use of the internet. Inappropriate use of the Internet will result in disciplinary measures established in handbooks consistent with Board policy.

Parents of students will be required to sign a permission form to allow their child access to the Internet.

Legal Status of Student

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

Health Services

Nursing.

032+Services: Health services include health counseling, health education, health assessment and treatment if indicated, and referrals. The school nurse maintains all current health records.

Health Records: By keeping adequate health histories we are better able to evaluate, understand, and be responsive to your child's individual needs. A yearly Health Update should be completed at the time of registration. Please send an email or call the school nurse regarding any developments concerning your child's health. This would include hospitalizations, medications, allergies, injuries, surgeries or medical conditions, as well as any other information, which would be pertinent to your child's performance and attendance.

Please keep the Health Office current with any changes or updates in your child's health records and medical condition as well as necessary phone numbers to contact you in the event of any emergency involving your child.

Health Testing: Your child's health is important to his/her ability to progress satisfactorily in school. During the school year, hearing checks will be done for all elementary students. Heartland Area Education Agency will conduct these tests at school and will send a referral to parents of students needing further medical evaluation. The school nurse will conduct vision screenings for students (grade levels will be determined annually) or requested by a parent or teacher. If you do not want your child to participate in the screening program and follow-up assessments, please notify the school nurse.

Too Sick For School: If your student shows signs of possible illness, the decision regarding school attendance can be difficult. You are asked to take a little extra time to be sure the right choice is made. In order to decrease the chance for spreading illness to others at school, please keep your child home if he/she has:

- Had a temperature of 101.0 degrees or more in the past 24 hours. **To be able to return to school, students must be fever free for 24 hours without the use of medications (such as Tylenol or Advil).**
- Vomited in the past 8 hours.
- Had diarrhea in the past 8 hours.
- A bacterial infection (strep throat, pink eye, etc.) that has not been treated with antibiotics for 24 hours.
- Constant cough that would disturb both your child and the class.
- A communicable disease (chicken pox, impetigo, strep throat, pink eye, etc.) and has not received written authorization from your doctor or school nurse for readmission to the classroom.
- Any acute physical symptoms that would override your child learning or prevent the child participating in all aspects of school life, including recess and physical education. Exceptions to this policy require a medical excuse from a physician.

If your child will be absent, please call the school secretary as soon as possible and give your child's name and reason for the absence. Your calls are most appreciated because if your child is absent and the school has not been notified, the school must contact the parents. Please call EACH day your child is absent.

Communicable Diseases: Panorama CSD will follow recommendations from the Iowa Department of Public Health in regards to exclusion from school for communicable diseases. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

Illness or Injury at School: A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student 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 if necessary and attempts to notify the parents where the student has been transported for treatment. An accident report, if indicated, will be completed and filed in the nurse's office.

Immunizations: Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student may qualify for a provisional enrollment. The amount of time allowed for provisional enrollment shall be as rapidly as medically feasible but shall not exceed 60 calendar days. The period of provisional enrollment shall begin on the date the certificate is signed.

THE IOWA IMMUNIZATION LAW: By law, all children must meet the following minimum standards for immunization **prior** to the beginning of school.

Elementary / Secondary School Requirements in Iowa

4 years of age and older:

- | | |
|---------|---|
| 5 doses | Diphtheria / Tetanus / Pertussis with 1 dose received on or after 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2000.

1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine. |
| 4 doses | Polio with 1 dose received on or after 4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2003. |
| 2 doses | Measles /Rubella; the first dose shall have been received on or after 12 months of age; the second dose shall have been received on or after 28 days after the first dose. |
| 3 doses | Hepatitis B if born on or after July 1, 1994. |
| 2 doses | Varicella on or after 12 months of age if born on or after September 15, 1997; or 1 dose received on or after 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease. |

Exemptions from this immunization requirement will be allowed only for medical or religious reasons. A Certificate of Immunization Exemption for medical reasons is valid only when signed by a physician, nurse practitioner, or physician assistant. The Certificate of Immunization Exemption for religious reasons is valid only when notarized.

Iowa law requires all students to have a certificate of immunization on file in the health office prior to the first day of school.

Dental Screening: Iowa law requires that any child who is entering kindergarten or High school (freshmen) must provide the school with proof of a dental check-up. The purpose of this law is to improve the oral health of Iowa's children. The health professional doing the dental screen must complete certificate of dental screening provided by the Iowa Dept. of Public Health. The certificate will be available in both buildings.

Vision Screening:

The State of Iowa requires vision screenings for all students entering kindergarten AND third grade (starting fall of 2015).

Kindergarten screening requirements:

- Screening must be done no earlier than one year prior to the first day of kindergarten and no later than 6 months after the first day of kindergarten.
- Screener must complete the Vision Screening Form AND the green Student Vision Card and return both to the school.

Third grade screening requirements:

- Screening must be done no earlier than one year prior to the first day of third grade and no later than 6 months after the first day of third grade.
- Screener must complete the Vision Screening Form and return to the school.

A vision screening may be conducted by your doctor, advanced nurse practitioner, physician assistant, eye doctor (ophthalmologist or optometrist), local public health department, public or accredited nonpublic school, community based organization, free clinic, or child care center.

Medication: If it is necessary for your child to take medication at school, please observe the medication policy, in accordance with the Code of Iowa, for all medications (prescription, inhalers, over the counter, throat spray or cough drops). The school nurse or certified school personnel shall administer medication under the following conditions:

1. Must have a written authorization and instructions from the parent.
2. Must be in the original container, prescriptions and over the counter (NO plastic bags or envelopes).
*The pharmacy will provide a second container for "school use" at no charge or the bottle can also be sent to and from school each day.
3. Prescription medications -The labeled container must contain the name of the student, name of medication, directions for the use including dosage, times, duration, name, phone number and address of the pharmacy, date of the prescription, name of the physician, and potential side effects. The pharmacy can provide a drug information sheet for school records.
4. Directions on the container must coincide with parent authorization.
5. Must be brought to the health office immediately upon arrival to school. *All medications (prescription, over the counter, cough drops, etc.) must be kept in the health office.
6. Inhalers- Self Administration: Parent/guardian must provide a signed, dated authorization for student medication self-administration and written authorization from physician containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.
7. Any medication that is not properly labeled cannot be given.

If you know that your child will be taking medication on a daily basis in the Health Office, please complete the medication authorization form.

Absences from Physical Education or Recess: If medical restrictions are needed for physical education or recess, written recommendations must be obtained from a physician and will be kept on file in the health office. A copy of the recommendations will be given to their physical education teacher(s) and classroom teacher. Students with temporary or permanent handicaps/illnesses can modify their movement activities to suit their individual needs. Generally, students healthy enough to be in school should be able to participate at some level. This may be a modification of the class activity or it may be completely individualized and parallel to the class activity.

Head Lice: The incidence of head lice (pediculosis capitis) is a persistent problem within any community. Many people associate lice with uncleanliness or poor personal hygiene, but this is not true in the case of head lice. Although these insects cannot hop, jump, or fly, they are easily transmitted from one child to another via head to head contact, or sharing hats, combs, brushes, etc. Due to the community-based problem of head lice, the school nurse is asking your cooperation in checking your child. The Iowa Department of Public Health recommends parents of school-aged children check their child's head weekly during the school year. This approach recognizes that parents can screen their children more thoroughly and frequently than in the school setting. Studies have found that parents are the first lines of defense on controlling the spread of head lice. Though school screenings are well intended, they are generally ineffective. Individual class notification of head lice is no longer necessary because parents should assume there are head lice at school at all times. Make checking for lice a part of your child's routine hygiene.

Call your school nurse if you have questions or need assistance on the identification and treatment of head lice.

Hawk-I Insurance for Children

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet the certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services. Parents can call 1-800-257-8563 or go to the website at www.hawk-i.org for more information.

Student Procedures and Student Information

School Day

Our school day begins at **8:15 AM** and dismisses at **3:30 PM**. Students should not be present on school grounds or in the school building before 7:45 AM unless special arrangements have been made with a teacher or office personnel. Supervision for students will be provided at 7:45 AM and until 3:45 PM. All students should be picked up before 3:45 PM. Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal.

Students are expected to arrive at school on time. Students will be considered tardy if late and need to check in at the office before going to class.

Breakfast and Lunch Program

Breakfast will be served every morning in the commons area from 7:45-8:15. Students will eat in the commons area then join their grade level area before being dismissed to class.

*Breakfast will not be served on 2 hour weather delay

For lunch, students are allowed to bring sack lunches instead of eating the served meal. Please keep your lunch account balance updated. You will be notified when your account is in need of money. We reserve the right to serve your child/ren an alternative meal for breakfast and lunch for an excessive negative balance.

Students requiring a special diet should bring a note from their family doctor.

Drop-off and Pick-Up Procedures

Parents are always welcome to park in the elementary parking by the building or by the playground and walk in to drop-off or pick-up children.

In the mornings, families may use the circle drive to drop-off children up until 7:50 and after 8:10. During this time, buses will be using the circle drive. Families may wait to use the circle drive or can pull up to the sidewalk peninsula on the west side of the circle drive and drop children off there. Again, please make every effort to ensure that students are on time for school.

In the middle of the day, the circle drive may be used by families to pick-up or drop-off children as needed. If school staff knows a family is coming to pick-up children, they will be waiting and will sent out when the family arrives.

At the end of the day, families may wait in the designated area until all buses have left the circle drive. At that time, children being picked up will wait at the building entrance for families and families may use the circle drive to pick them up. Again, supervision will be provided until 3:45 pm. Please make arrangements to have children picked up by then.

Change in End of Day Transportation

If there is a change in your child's normal/regular trip home after school, written or verbal communication will be required in advance. Email will be considered written notification. We need to know the child's name, the change in destination, whether or not a change in bus transportation will be required, and the names of other persons who may be coming for your child. We need to either speak to a parent/guardian directly or have written communication with the date and your signature. Without either written or verbal instructions before 3:00 PM, your child will be sent to their regular destination.

Notifying the School of Absence

If your child must be absent from or tardy to school because of illness or other reasons, it is the parent's responsibility to notify the school in a timely manner.

Steps will be taken to contact parents who have not notified the school concerning their child's absence. If your child needs to leave early for a doctor or dentist appointment, please call or send a note. Notify the school if you plan to pick up your child early.

Field Trips

Classes may take field trips as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Parents will sign a field trip permission form at the beginning of the school year which will cover all field trips. Field trips are designed to be an educational experience. Students will be expected to use school provided transportation for field trips. When parents are chaperoning trips, they may be asked to drive separately. In order to maintain the educational experience for our students, younger siblings may not attend.

While on field trips, students are guests and considered representatives of the school district. Students are expected to be respectful and courteous.

Prior to a field trip, information will be sent home. Parents who prefer their child not participate in a field trip must notify the school in writing. Students may be asked to bring a sack lunch when attending a field trip.

Recess (Outdoor/Indoor)

If the temperature or wind chill is below 10 degrees Fahrenheit, students will not go outside and will have indoor recess in their classrooms. Weather conditions will be considered when determining whether or not students have recess. The determination of recess will be made in the student's best interests. It is important that children are dressed appropriately for the weather.

Emergency Drills

Fire and tornado drills will be conducted twice each semester. Directions for evacuation will be posted in every room. Students are expected to remain quiet and orderly during a drill or an emergency. In the event of a bomb threat, the building will be evacuated just as in the case of a fire drill. 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, will be reported to law enforcement officials.

School Pictures

Class and individual pictures are taken yearly. Parents will be notified when pictures are to be taken. Information regarding the cost of the pictures and other details will be sent home. The purchasing of pictures is entirely the parent's option and no effort will be made by the school to encourage or discourage the parent's option.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Arrangements for supervision will be made for those students not attending an assembly.

Electronic Devices

Electronic devices (cell phones, gaming devices, devices with communication capabilities, etc.) are not to be used by students during normal school hours. (7:45-3:45)

Students bringing an electronic device to use after school due to an activity or other purpose can:

- Turn the electronic device into the office before school for safe keeping.
- Give the electronic device to their classroom teacher for safe keeping.
- Leave the electronic device in their backpack.

If a student does bring an electronic device to use for after school purposes, *the device must be turned off throughout the entire school day*. If students do not follow the electronic device policy the device may be confiscated by staff or administration. Repeat offenders to this policy will be addressed on an individual basis. *Students who bring electronic devices to school assume all risks associated with their action.*

Students needing an electronic device for a health or medical reason will be permitted to use such device as long as the device is only used for the health or medical need and is approved by the school nurse and/or administration.

Generally, students receiving telephone calls during school hours are not called to the telephone. The building secretary will take a message and forward it to the student/teacher. Only in emergency situations are students removed from class or another school activity to receive a telephone call. If a student needs to contact a parent or guardian during school hours they will be able to use a school telephone with the assistance of a staff member.

School Supplies

Class supply lists are available online or in the elementary school office.

Classroom and School Parties

Several parties are planned by the teachers or student committees throughout the year.

Elementary students will be permitted to share birthday treats with their fellow students if they choose.

School Visits

Parents are welcome to visit school at almost any time. Visits give the parent a better idea of the school program, and they show the child that their parents are interested. Visits also present an opportunity for parents, children and teachers to become better acquainted.

We do have several requests from parents regarding visits:

1. Please do not visit during the first 2 weeks of school as the school year is just getting started or during the last 2 weeks of school.
2. Please let the teacher know ahead of time that you will be visiting.
3. Any child of school age wishing to visit school needs approval from the building principal.
4. Preschool children are not permitted to visit unless accompanied by a parent. A young visitor is often a distracting influence in the classroom. The teacher should not be asked to assume the responsibility for the welfare and conduct of a child not enrolled in his/her classroom.

We discourage students' relatives and/or friends from other districts visiting for an extended amount of time at school. We want to ensure maximum instructional time with our students and want to avoid distractions.

Visitors' Policy

As a matter of student safety, please be reminded that all visitors to school must enter through the school's main entrance on the south side of the building. Any visitors to the building need to stop in at the office to sign the log sheet and receive a visitor's tag. Visitors will be asked to wear an identification tag to verify that they have checked in at the office. This process is implemented for the safety of our students and faculty. We ask that you sign out before leaving the building. If you come to pick up your child for an appointment or because she/he is ill, we ask that you check in at the office, and the secretary will call your child's classroom and have him/her come to the office before leaving with you. We will also verify using the same process for those persons given permission to pick up your child.

Parent and Community Volunteers

An active group of volunteers serve our building in a variety of ways. Adult volunteers work in the classrooms with students and teachers and also assist teachers in preparation of materials. Volunteerism can begin at any time during the year. We request that volunteers do not bring other children when volunteering. Whether you are available weekly, bi-monthly, or monthly to volunteer from home and/or at school, contact the school so that we can get you in contact with a Parent Teacher Organization representative. We welcome and appreciate your interest and involvement in our schools.

Bicycles

Students may ride their bicycles to school. All bicycles are to be parked in the bicycle rack immediately upon arrival. The school does not assume responsibility for theft or damage to bicycles during the school day.

Library Materials and Books

Library materials are loaned to students for their use during the school year. Library materials are to be kept clean and handled carefully. Students may be fined for abuse, misuse, overdue or lost books and materials.

Toys/ Items from Home

Students should not be encouraged to bring personal items to school unless the items are related to specific classroom activities. If a staff member sees the toy or item from home is inappropriate or a distraction to learning, the staff member may confiscate the item. Items will be held in the classroom or taken to the office and parents will be contacted. Toys and items from home are not to be brought to the playground or for indoor recess unless prior arrangements are made by staff and approved by administration.

Students who bring items to school assume all risks associated with their action.

Outside Club Organizations

Many of our students belong to outside organizations. From time to time those organizations conduct fund-raising activities. While we want to support those organizations and efforts, we find that fund-raising activities can be very disruptive to the educational environment. Rather than conducting solicitations at school, we ask that you conduct those activities away from school and after school hours.

Birthday Party Invitations

In order to maximize instructional time for our teachers and our students, we ask that you and your child not distribute birthday party or any other type of invitations at school. We will not give out addresses, phone numbers or email addresses of our students for party invitations. We request that students do not bring sleeping bags, pillows, gifts, etc. to school. Please make other arrangements.

Student Achievement

Conferences

Regularly scheduled parent-teacher conferences will be held in November and February. You will have the opportunity to sign up for November's conferences at our parent/teacher conference on Monday, August 24th and during November's

conferences sign up sheets will be available for our last conference in February. Parent notifications will be sent prior to the parent-teacher conference to remind you of your date/time of the conference.

Evaluation of Progress

Elementary students will not receive letter grades. Symbols on their report cards indicate academic progress, showing level of progress toward mastery. An explanation of the symbols will be included on the report card. Students' objectives are based on the Iowa Core Standards. Teachers may choose to send home midterm reports for individual students. Parents are encouraged to contact their child's teacher at any time to discuss questions.

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. Homework should be done by the student with as little help from parents as possible. If help is given, it should be only in the form of explanation. Assigned homework can teach responsibility and foster study skills, both of which are important to students' school success.

District Wide Assessment

Students in K-5 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.

Physical Education Participation

All students are required to participate in physical education. Students will be excused by presenting a written recommendation from a physician stating that the student should not participate. Parents should be aware of what day their child has physical education and see to it that their child wears appropriate clothing on gym day. The failure to wear appropriate gym clothing on gym day is not considered a valid excuse for not participating in gym. State law requires that each student participate in a physical education program or its equivalent.

Students are required to wear athletic shoes for physical education safety. If possible, students need an extra pair of athletic shoes that can stay at school. These do not need to be new, but they must be clean. Boots, dress shoes, sandals and socks are not acceptable. Students will not participate without athletic shoes unless given permission by the physical education teacher.

Building Assistance Team (BAT)

These teams are available to help classroom teachers with educational, behavior, and/or social concerns of individual students (BAT) and to provide leadership in School Improvement. Generally, these teams consist of Panorama staff members and Area of Education Agency representatives. They will help teachers find resources and plan interventions designed to meet the educational needs of students. If you have concerns, ask your child's teacher about possible avenues that the school can take to help your child.

In conjunction with its regular programming, the school has available to it the special services of Heartland Area Education Agency. Consultants and support staff from AEA 11 are trained in speech and language, school psychology, school social work, occupational therapy, physical therapy, adaptive physical education, and hearing and vision. The use of these services is obtained through a referral process that can be initiated by the school, parent, or another related agency.

Extended Learning Program (ELP)

Panorama Community School District's ELP program has a plan which provides multiple levels of service for identified gifted students in grades K-12. Please contact the school's ELP coordinator if you have any questions.

Guidance Program

The Panorama Guidance Program is developmental in nature. The program services all students and is delivered through classroom guidance lessons, small group experiences, individual counseling and consultation with school staff, parents and community agencies.

Student Climate and Culture

Attire

There is a strong connection between academic performance, student appearance and student conduct. 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 that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students may not wear shoes with wheels to school. The principal or guidance counselor makes the final determination of the appropriateness of the student's appearance.

If a student's dress or appearance is deemed inappropriate, the student may change clothes. The school has clothing that will be made available. If a student does not have a change of clothing or refuses to accept available clothing, they will be sent home to change.

Students go outside for recess unless the weather is very severe. Children should be properly dressed for outdoor play, this includes boots, hats, coats, snow pants and mittens when conditions necessitate. During the winter season, students will stay on the blacktop unless wearing snow boots and snow pants. When students forget their shoes during the winter months, they must wear their boots. Some type of appropriate footwear must be worn at all times while in school. Also, for safety reasons we would recommend that students do not wear sandals, flip flops or slides while participating at recess. We reserve the right to require students to change shoes not appropriate for recess to more appropriate shoes.

Student Expectations

Family is important to students' character development. Character development is reinforced in other settings, and because children spend a large amount of time in school, it plays a vital role. Panorama Elementary will be infusing the "Be Pawsitive" traits of being respectful, responsible, safe, and caring into all of the common area expectations and into individual classroom expectations. Expectations will be taught and reviewed with students as necessary.

*Voice Level 0- Silent / *Voice Level 1- Quiet Voice (whisper) / *Voice Level 2- Soft Talking

Panorama Elementary School

2017-2018

	Commons Waiting	Commons Eating	Playground	Restroom	Bus	Hallway
Respectful	Body Basics Level 1 voice Listen to adult on duty	Body/line basics Level 1 voice Use table manners	Use equipment the way that it's intended Listen to teacher on duty Respect peers	Level 0 Voice Respect people's privacy	Sit facing front Hands to self Level 1 voice Listen to driver	Walk Body & line basics Level 0 voice
Responsible	Take care of your belongings Stay seated with grade level unless you have permission to leave	Get ALL food and utensils the first time Keep area clean	Use equipment the way that it's intended Pick up equipment when recess is over	Be sure to flush the toilet Put trash in wastebasket Keep area clean	Keep track of your belongings Know when you get off Listen and do what the driver asks of you	Go directly to your destination

Safe	Body Basics Walk Report any unsafe behavior to an adult	Keep the floor clean Carry your tray carefully Walk	Use equipment the way that it's intended Body basics Find an adult when you see something unsafe	Take care of business and go directly back to class	Sit Walk Level 1 voice Know your emergency plan Keep food in backpack	Pick up any items in the hallway
Caring	Treat others the way you want to be treated	Use good manners Take care of your body by eating a healthy lunch	Include everyone Use kind words & actions	Pick up after yourself	Use kind words and action	Walk Level 0 voice

Discipline

It is very important that your child understands the necessity of following rules and regulations in order to have the best educational environment for learning. It is imperative that those students who come to school to learn be afforded that opportunity. It is our sincere hope that the school and home will join together in this effort so that we can successfully provide an optimum learning environment for all children.

Panorama Elementary Staff will use the following guidelines. They will impose consequences for minor behaviors, including re-teaching the positive, appropriate behavior. When major infractions occur, students will be sent to the office. Office staff will impose consequences, which will include re-teaching appropriate behaviors. Families will be notified when students are referred to the office.

<i>Category</i>	<i>Response Strategies</i>	<i>Possible Outcomes</i>
<p><u>Level 1 (Minor) Teacher Managed</u></p> <p>Violation of rules or procedures established by the school/teacher that continues after no more than two redirections.</p> <p>Minor Defiance</p> <ol style="list-style-type: none"> 1. Disrespectful Body Language/Attitude/ Tone 2. Non Compliance / Refusal of redirections <p>Minor Disruption</p> <ol style="list-style-type: none"> 1. Unsafe Behavior (level of intensity) 2. Minor Aggression 3. Stealing (first offense) 4. Teasing/Name Calling (level of intensity) 5. Swearing not directed towards peers or staff (level of intensity/ intent) 6. Misuse of Property <p>*Any other act that defies school/teacher expectation that is <i>brief</i> or <i>low intensity</i></p>	<p>Positive Redirection/ Praise correct behavior or correction of behavior.</p> <p>Ignore minor attention seeking behaviors</p> <p>Privately/Respectfully Redirect</p> <p>Allow wait time for behavior to change</p> <p>Offer Choices / Fresh Start</p> <p>Give Explicit Expectations</p> <p>Appropriate Countdown w/ expectation or outcome stated (follow through)</p> <p>If _____ continues, then _____ will happen. (parent phone call / recess time)</p>	<p>Warning/Reminder issued</p> <p>Walk & Talk (Process) w. teacher during portion of recess</p> <p>Processing sheet/ Journal</p> <p>Classroom Management (token economy/clip chart/etc.)</p> <p>Parent contact by teacher</p>

<p><u>Level II (Major) Teacher & Administration Managed</u></p> <p>Violation of rules or procedures established by the school/teacher that continues after multiple redirections.</p> <p>Major Defiance</p> <ol style="list-style-type: none"> 1. Aggressive Physical Contact 2. Swearing/Inappropriate Language with intent 3. Threatening with intent 4. Destruction of Property 5. Leaving School Property 6. Inappropriate Clothing 7. Harassment of teachers/ students 8. Cheating 9. Discrimination <p>*Any other act that defies school/teacher expectation that is <i>reoccurring</i> with <i>high intensity</i></p>	<p>Teacher processes with student about behavior and notifies administration. (Administration/Office/Guidance Counselor)</p> <p>*If student is calm and able to stay in the classroom teacher can text/email administration to process with student at a later time (same day).</p> <p>*For immediate assistance and student is unsafe towards himself or others contact office immediately and they will notify administration.</p>	<p>Immediate Parent Contact/Administrative Decision</p>
<p><u>Level III Administration Managed</u></p> <ol style="list-style-type: none"> 1. Physical Attack 2. Harassment (Bullying Investigation) 3. Chronic Disrespect of a Teacher 4. Possession of Tobacco/Alcohol 5. 3rd Offense of Level II 		<p>Immediate Parent Contact/Administrative Decision</p>
<p><u>Level IV Administration Managed</u></p> <ol style="list-style-type: none"> 1. Being Under the Influence of alcohol or other Mind Altering drugs 2. Causing Major physical Harm to another student 3. Major Vandalism 4. Deliberate action that can endanger the life, health or safety of another student 5. Possession or using weapons 6. Physically assaulting a staff member. 		<p>Immediate Parent Contact/Administrative Decision</p>

Room Clears

On occasion, we have students in our public school that struggle with their behavior in the classroom setting. If a student's behavior is out of instructional control and the student may be endangering himself/herself, other students, school staff, or disrupting the learning of other students, school staff may make the decision to clear the classroom of children so the situation may be addressed. This action, called a "room clear", minimizes the amount of attention that is given to the student by adults and peers when they are engaging in inappropriate behaviors, maintains dignity for the student in that his/her peers are not observing their inappropriate behavior, and it also allows an adult the opportunity to calmly escort the remaining children to an alternate setting, typically a neighboring classroom, so that they may continue to learn.

Please know that the safety, dignity, and education of all children are our top priority. We closely monitor the number of times a classroom must be cleared, and we use this data to make informed decisions for the good of all children. No student, either the child in crisis or his/her peers, is ever left unattended during a room clear. We will make every attempt to get the children involved in a room clear back to their regular education setting as soon as possible.

Physical Restraint

Restraint is considered the act of managing the actions of a pupil when such action may inflict harm to himself/herself and others. Restraint is not considered physical punishment or abuse. Teachers and administrators must have the authority to use reasonable and appropriate means as may be necessary to prevent harm to the student and/or others.

CHAPTER 103 ANNUAL NOTIFICATION STATEMENT

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website at www.iowa.gov/educate.

Student Desks

Student desks are the property of the school district. Students shall use the desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned desk clean and undamaged. The expenses to repair damage is charged to the student.

A student’s desk can be searched whenever an administrator or teacher has a reasonable and arguable 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 arguable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student desks are confiscated. Illegal items may be given to law enforcement officials.

Desks inspections without prior notice may be conducted periodically throughout the year. The student or one other person will be present for the inspection of desks.