

Fairview Elementary Preschool

Carroll Community Statewide Voluntary Preschool Program

STUDENT HANDBOOK 2018-19



Non-Discrimination Statement:

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Tammie McKenzie, 2809 North Grant Road, Carroll, Iowa 51401, telephone: 712-792-8010, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3.

Updated: July 5, 2018

Carroll Community School District

Mission Statement: Improving Student Achievement Step-by-Step

CCSD Vision Statement: Opening the Doors of Learning for Success

Fairview and Adams Elementary Schools

Mission

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

Vision

All staff will:

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

All students will:

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

Collective Commitments

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

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

**Fairview Elementary Preschool
Carroll Community Statewide Voluntary Preschool Program**

CHANGE OF ADDRESS/PHONE NUMBER

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

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I. WELCOME TO the Fairview Elementary FOUR-YEAR-OLD PRESCHOOL

On behalf of the students, teachers, and staff, we would like to welcome you to the Fairview Elementary Preschool. This handbook is meant to be a guide for students and parents. It is not all-inclusive of every rule, regulation, activity and procedure that is followed here at school. If information that you seek has not been covered in this booklet, please contact the school your child attends. The preschool teachers will work diligently to design instruction to meet the needs of all students. They are constantly looking for ways to improve their practice. We know that your child and you will have a great school year – It's a Tiger Thing... Mrs. Ruch.

We invite you to explore items on our website and learn more about Four-Year-Old Preschool and the educational program offered. When you reach the Carroll Community School site click on the Fairview site for preschool information. www.carroll.k12.ia.us

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

Ms. Dianne Battani, Assistant Elementary Principal
dbattani@carroltigers.org
Fairview Elementary School PreK-2
Phone: 712-792-8030 Fax: 712-792-8074

II. PHILOSOPHY AND GOALS

PHILOSOPHY

The preschool uses developmentally appropriate practices to provide a safe, supportive, and nurturing environment where children develop physically, socially, emotionally, and cognitively. Teaching methods are based on the following:

- Iowa Early Learning Standards
- Quality Preschool Program Standards
- Iowa Core
- Creative Curriculum, Teaching Strategies GOLD
- Handwriting Without Tears
- Phonemic Awareness and Literacy Development

The Four-Year-Old Preschool serves approximately 120 students in the Carroll area. Educators in the program embrace a child-centered focus for instruction, which acknowledges the development of the whole child. The cornerstone of our academic program lies in a strong literacy philosophy that stresses reading and writing connections that fosters students' ability to become independent, critical thinkers. Number sense, problem solving, and application of basic math concepts to the world around us provide the foundation of instruction in mathematics.

GOALS

We will provide interactions and experiences to help children to:

- Develop socially, emotionally, physically, and cognitively
- Develop problem-solving skills
- Develop conflict resolution skills
- Be a member of the preschool community
- Manage emotions and behaviors

Educating the whole child requires a balance between academic, social, and emotional development. The early childhood team that works in the preschool includes:

- Program Administrator
- Teacher
- Teacher Associates
- School Nurse
- Heartland AEA 11 Support Staff to include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, and physical therapist

The Carroll Community School is committed to ongoing professional development and is eager to participate in professional growth opportunities during and outside of the school year. Educators recognize the important role they play in your child's education and welcome opportunities to collaborate with colleagues, parents, and the community for the purpose of improving education for the children of Carroll. Parents are valued and encouraged to be active in the educational process.

The educational staff at Carroll is proud to be working for such a fine community and invites you to be part of our learning community! Please do not hesitate to contact us if you have any questions or would like more information. We anticipate your involvement and cooperation in making this year successful.

III. FAIRVIEW POLICIES AND PROCEDURES

SECURITY

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

ARRIVAL AND DEPARTURE TIMES

Morning Session: Fairview 8:15 a.m. to 11:00 a.m.

Afternoon Session: Fairview 12:15 p.m. – 3:00 p.m. Parents of preschoolers will receive a 2018-19 CCSD Preschool Calendar prior to the start of the school year indicating which days preschool will be in session when there is a 90-minute early dismissal.

ARRIVAL AND DEPARTURE PROCEDURES

Classes are held Monday through Friday, from 8:15-11:00 a.m. in the morning and 12:15 – 3:00 p.m. in the afternoon. **If the professional development is cancelled due to a late start (morning) weather decision, we will have preschool in the afternoon.**

When bringing your child to preschool, we ask that you follow the specific procedure for the Fairview site. If you are bringing your child into the building, **park your car in the designated parking lot** for your site and turn off the engine before entering the building. Please hold your child's hand as you enter the building to decrease the possibility of an accident.

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Morning and Afternoon Drop-off: If you are bringing a preschool student to school, please park your car in the parking lot located between the bus yard and the school. You can walk your child to the building where a teacher associate will greet him/her. **Parents and visitors are not to park by the curb at the Fairview site at any time. Students should not arrive at school before 8:00 AM or 12:15 p.m. dependent on the session your child is attending.**

Parents or legal guardians must either accompany their child to the classroom or leave their child in the care of one of the teaching staff in the designated waiting area. Arrival time is from 8:00-8:20 a.m. and 12:15-12:20 p.m. Please do not bring your child before 8:00 a.m. or 12:15 p.m.

Morning and After School Pick-up All students riding buses will get on buses at the south end of Fairview Elementary School.

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

Supervision: Staff members will monitor students as they walk to buses. Students who are being picked up will be supervised. Staff members will ensure that all students are picked up.

FAIRVIEW PK-4 BREAKFAST PROGRAM

Preschool students are now able to eat breakfast at Fairview in the gymnasium. Breakfast is served from 7:40 to 8:15 am and includes a hot entree, fruit, juice and milk. If your child doesn't want the hot entree he/she can choose from a variety of cereal or yogurt and both options are served with a slice of whole grain toast, fruit, juice and milk. The cost of breakfast is \$1.55 for paid status. If you would like to apply for meal assistance, please contact Sara Anderson, Food Service Director, [712-775-5012](tel:712-775-5012) at Adams Elementary School.

DRESS AND APPEARANCE

Students are encouraged to dress in clean clothing that reflects pride in themselves and their school. Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable and washable clothing. Students must wear tennis shoes or other closed toed shoes. Flip-flops and sandals open-toe shoes will not be allowed for your child's safety). While we encourage the use of paint smock or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal or disruptive in nature. Please clearly label clothing such as sweatshirts, jackets, hats, etc. with your child's name.

ENCOURAGING INDEPENDENCE

Students who attend the CCSD four-year old preschool program should not bring pacifiers or bottles to school. **We encourage four-year old preschoolers to be potty-trained.**

OBJECTS FROM HOME

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment" item from home, we ask that the item be small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

CLASSROOM ANIMALS AND PETS

If you, as a parent or legal guardian, bring your family pet to share with your child's classroom, it must remain outside the school building during the visit. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal needs to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher ensures that staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals. Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The preschool teacher ensures safety requirements have been met.

NEWSLETTER

As part of our commitment to ensure quality parent-teacher communication, you will receive frequent newsletters that highlight special activities occurring in our classroom.

ACTIVITY PASSES

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

BIRTHDAYS AND SNACKS

Students may bring a small pre-packaged snack to share with their classmates to celebrate their birthday. If your child has a summer birthday, a day will be picked in May to celebrate.

Students will take turns bringing snacks to be shared with the group.
The State of Iowa provides milk for Fairview preschool students.

***Allergy Alert: If your child brings a snack that has peanuts in it or has peanuts listed on the label, we are sorry, but we will have to send it back home with your child.**

TELEPHONE

Parents who wish to call during the day will need to call the Fairview office (792-8030) and messages will be delivered so class time is not interrupted.

IV. CANCELLATION OF SCHOOL

It may be necessary to dismiss classes early any time weather conditions dictate. School cancellation announcements will be made on radio stations: KCIM 1380, WHO 1040, KKRL 93.7 FM, KIKD 106.7 FM and on the school web site: www.carroll.k12.ia.us. Upon registration for preschool, parents/guardians will receive automated calls from Alert Now notifying them of cancellations, late starts and early dismissals. Morning cancellations will be made by 6:15 a.m., if possible. School cancellations affect all Preschool-12 students, public and private, in the Carroll District. Weather-related late starts and early dismissals:

- 1-hour late start, morning preschool begins 1 hour late
- 2-hour late start, morning preschool is cancelled
- 1-hour early dismissal, afternoon preschool dismisses 1 hour early
- 1½ hour or 2-hour early dismissal, afternoon preschool is cancelled

When road conditions are poor the decision may be made to **run alternate bus routes in the country**. This announcement will be made over KCIM radio. Buses will run over hard surface roads only. Students will be picked up and dropped off at transfer points, only, at the normal time for transfers to be made. (NOTE: Bus drivers will not stop on hard surface roads between school of attendance and transfer points.) When the alternate routes are run in the AM, they will also be run in the PM. Sometimes alternate routes may have to be run in the PM. due to weather conditions even though they were not run in the AM.

Announcement of such will be made on KCIM.

V. HEALTH

HEALTH ISSUES AND THE LAW

State law says that every student must show proof of immunization before being admitted to school. If a child is to receive medication during the school day, a School Medication Permission form must be signed and given to the school nurse. Medicine to be dispensed will be kept on each site location and dispensed according to the instructions on the original container. Bring the medication with the authorization form to school yourself. Never send the medication with your child. A school health nurse is available at Fairview School (792-8030) to provide necessary health care and answer any questions. Emergency forms must be completed and on file in the site location. Serious medical conditions should be recorded on the record form. A student who becomes ill or injured at school will be given first aid. Whenever possible, parents will be notified by phone, and instructions will be requested as to how the situation should be handled. Please make sure that you have filled out a current Health Information Form each school year. Please notify the teacher when changes are to be made on the form. When a parent has no telephone, or cannot be reached, the ill or injured child shall be transported to the hospital if necessary or home if a parent is known to be home at that time. Please keep the teacher informed of any changes in emergency phone numbers.

ILLNESS POLICY

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

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

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

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

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

HEAD LICE

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

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

SUNSCREEN/INSECT REPELLANT

Weather permitting we will be going outside. If you would like your child to have sunscreen and/or insect repellant, please apply before sending him/her to school.

DRAWSTRINGS

For safety purposes, children are not allowed to wear clothing that contains a drawstring. Drawstrings can become strangulation hazards and therefore will be removed from student clothing.

VI. STUDENTS AND FAMILIES

CHILD GUIDANCE AND DISCIPLINE

Instructional staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involve children in problem solving to foster the child's own ability to become self-disciplined. Discipline will be explained to the child before and at the time of any disciplinary action. Instructional staff will use discipline that is consistent, clear, and understandable to the child. They will guide children to respect other people, to be fair, respect property, and learn to be responsible for their actions. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Challenging Behavior

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and will take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children,
- Modeling turn taking and sharing as well as caring behaviors,
- Helping children negotiate their interactions with one another and with shared materials,
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group,
- Encouraging children to listen to one another, and
- Helping them to provide comfort when others are sad or distressed.

Instructional staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

For acts of aggression (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems that have not yet learned to solve. In addition, staff may:

- Separate the children involved;
- Immediately comfort the individual who was injured;
- Care for any injury suffered by the victim involved in the incident;
- Notify parents or legal guardians of children involved in the incident;
- Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

- Harsh or abusive tone of voice with the children,
- Make threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing a child,
- Punishment that would humiliate, frighten, or subject a child to neglect, and/or
- Withhold, nor threaten to withhold food as a form of discipline.

CHANGE OF ADDRESS/PHONE NUMBER

If your address and/or phone numbers (including work and cell phones) change during the school year, please inform Kerri Ladehoff at Carroll Middle School, 792-8020 as soon as possible. Kerri is responsible for all Carroll Community School District data entry. It is imperative that we know how to reach you at all times for your child's safety. If you plan to move during the school year, please inform the teacher and the school secretary at least three days in advance.

ATTENDANCE - ABSENTEEISM - TARDINESS

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

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

ATTENDANCE INTERVENTION

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

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

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

The following are examples of unexcused absences:

1. Any absence not properly excused before the occurrence
2. Haircuts

3. Oversleeping
4. Shopping trips
5. Leaving the building during the day without parental excuse and authorization of the principal's office
6. Babysitting

Leaving school prior to dismissal time detracts from our academic program. These incomplete school days are considered to be absences from academic time – similar to arriving after the beginning of the school day. If this becomes a repeated occurrence, a parent conference will be scheduled with the Attendance Coordinator.

STUDENT RECORDS / GUARDIANSHIP / RIGHTS & PRIVACY ACT

Carroll Community School student records are confidential records. These records are available to parents or guardians upon request to the building principal. The Rights & Privacy Act of 1974 limits the availability of school records to the general public.

CUSTODIAL AND NON-CUSTODIAL PARENTS

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

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

RE-UNIFICATION PROCEDURES

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

FIRE, TORNADO AND EMERGENCY DRILLS

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

PRESCHOOL ADVISORY COMMITTEE

The Carroll Community Preschool has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets two or three times during the school year to provide feedback on services

that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being a part of the Preschool Advisory Committee.

PARENT-TEACHER COMMUNICATIONS

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children's school career. Although parents come to the schools with diverse cultural backgrounds, primary languages and needs, universally all parents want what is best for their children. School districts and schools, in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents and families in the communities which they serve. We will have at least two parent-teacher conferences during the school year.

Providing all Carroll's children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, communities, etc.) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as quality schools.

Parents are urged to contact the school site whenever the need arises. Teachers may be contacted by note, email, or telephone. If you wish to have a conference with your child's teacher, please call ahead to make an appointment with your teacher, as our teachers' schedules do not allow time for drop-in conferences.

VII. TRANSPORTATION

BUS RULES

Each student is expected to follow the bus rules and obey the driver. Failure to do so could result in a three-part disciplinary action such as: 1) Discussion with the student and parent and the issue of a written warning; 2) Suspension of bus riding privileges for five days which will be issued by a written letter; and 3) Suspension of bus riding privileges for the rest of the school year which will be issued by a written letter.

BUS RELATED ITEMS

Only one pick-up and drop-off point will be assigned by transportation. The parent needs to contact the transportation director and notify the classroom teacher if there is a change in the pick-up or drop-off site. An adult needs to be at the drop-off site when a preschool student is dropped off after morning preschool class. Students in afternoon preschool classes will be dropped off at assigned bus stops.

Please allow 72 hours when making transportation changes. Changes in transportation may affect the placement of your child from the morning to the afternoon session or from the afternoon to the morning session.

DISCIPLINE TO AND FROM SCHOOL

Problems do arise between home and school. Misbehavior while waiting for the bus or while on the bus, may result in a child being disciplined with the possibility of loss of bus riding privileges. Guidance from you and the school may be needed with children in respecting other people's rights, property and how to avoid getting into problem situations.

We want to create an environment that encourages positive reinforcement and problem-solving skills.

FIELD TRIPS

A field trip form will be provided. This form must be signed and returned to the teacher before the child will be allowed to go on trips. Sometimes we need chaperones. If you are interested, please contact your child's teacher at Fairview Elementary School.

VIII. GENERAL SCHOOL RULES/INFORMATION

The following general school rules apply daily. They are not all-inclusive, but cover a majority of our expectations.

- If your child is to be picked up by someone other than usual, a dated written permission note is needed. This note should be given to your child's teacher.
- A documentation of child custody agreements, for those whose parents are divorced, should be given to your child's teacher or the office. Without this notification children of either parent could legally pick them up from school. Please see Guardianship/Rights Section.
- The following items are not permitted: a) fighting or bullying; b) weapons or other dangerous objects including look-a-likes; c) explosive devices; d) other types of property that would present a safety or health threat to others; e) hard balls (baseballs, footballs, skateboards and roller blades, electronic devices/CD players/cell phones etc.)
- Students will not use or possess tobacco products, alcohol or drugs.
- Gum and candy on school buses are not allowed.
- Party invitations may be sent to school to pass out if there is one for every child in the class. If only a few students are to be invited, arrangements must be made at home by phone or mail.
- Students are not allowed to receive flowers or balloons at school.

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

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

Definitions

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

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

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

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

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

Investigation

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

Decision

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

volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

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

ABUSE OF STUDENTS BY EMPLOYEES [CCSD Board Policy 424](#)

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

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

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

Level I Investigator: Gary Bengtson, 792-8001 (work), 23457 210th Street, 792-2720 (home) or Kathy Cordes, Guidance Counselor - 792-8010 (work) 2726 Ashwood, Carroll - 792-0799 (home). Level II Investigator: [School Investigators of Iowa](#)

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE [CCSD Board Policy 426](#)

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

WEAPONS [CCSD Board Policy 527](#)

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

SMOKING – DRINKING – DRUGS [CCSD Board Policy 528](#)

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

SEARCH AND SEIZURE [CCSD Board Policy 529](#)

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

STUDENT CODE OF CONDUCT [CCSD Board Policy 536](#)

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

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

CORPORAL PUNISHMENT [CCSD Board Policy 539](#)

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

HEALTH EDUCATION [CCSD Board Policy 603.7](#)

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional, and social well-being.

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

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

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

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