

Lamoni Elementary School Student Handbook 2018-2019



Lamoni Elementary School
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Welcome Parents, Guardians, and Students to Lamoni Elementary

We are glad to have you with us as we work together to achieve academic and social success for all our boys and girls. This handbook is designed to inform parents/guardians and students of some of the everyday procedures and policies of the school. By sharing the information in this book, we hope to promote understanding, cooperation, and teamwork. Students who know their parents/guardians are involved and communicate regularly with their teachers usually work harder, feel more confident and will excel in their schoolwork. Interest and enthusiasm are contagious. It is very important that parents/guardians and children take time to go over this information with each other.

Mission Statement

Mission: We are dedicated to preparing students to realize their fullest potential for success in each of their chosen endeavors.

Vision: We are dedicated to a culture of PRIDE through our pursuit of excellence, commitment to leadership, and lifelong learning for all students.

Core Values:

Perseverance
Respect
Integrity
Discipline
Enthusiasm

Goals:

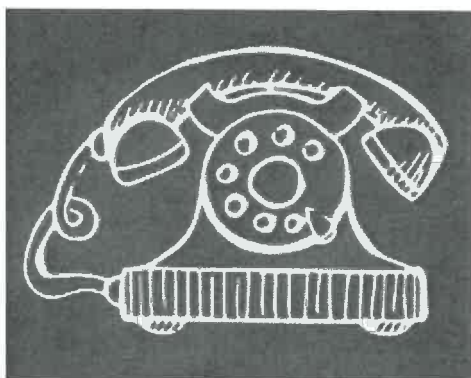
1. Provide a culture for our students to be responsible citizens of high character.
2. Sustain compassion through effective communication and selfless service.
3. Foster within students a growth mindset to be learners capable of being successful.

Mantra:

In ALL We Do - PRIDE!

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The Lamoni Community School Board has reviewed and approved this handbook and the policies included. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.



School Phone Directory

Elementary	784-3422
Middle School	784-7299
High School	784-3351
Superintendent	784-3342
AEA	784-6790
Bus Barn.....	784-3610
Elementary Fax	784-6602
School Information and News ..	784-1234
Internet Address	lamonischools.org

Lamoni CSD 2018-2019 School Calendar

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester83/509.5
 Second Semester97/596.5
TOTAL DAYS/HSR 180/1106

CALENDAR LEGEND

Start Quarter []
 End Quarter []
 Holidays
 Vacation Days
 Prof Dev { }

HOLIDAYS:

Labor Day (9/3)
 Thanksgiving Day (11/22)
 Christmas Day (12/25)
 New Year's Day (1/1)

All Day Prof Dev Days

Aug 20, 21, 22
 Nov 21
 Jan 2- Optional TQ Day
 May 28 & 29

Early Out Prof Dev Days

Friday 1 pm dismissal

Important Dates

Registration Aug 13
 Back to School Night Aug 21

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
{20	21	22}	[23	24	2	13
27	28	29	30	{31}	7	43.5
September 2018						
3	4	5	6	{7}	11	67.5
10	11	12	13	{14}	16	98
17	18	19	20	{21}	21	128.5
24	25	26	27	{28}	26	159
October 2018						
1	2	3	4	{5}	31	189.5
8	9	10	11	{12}	36	220
15	16	17	18	{19}	41	250.5
[22	23	24	25	{26}	46	281
29	30	31			49	300.5
November 2018						
			1	2	51	313.5
5	6	7	8	{9}	56	344
12	13	14	15	{16}	61	374.5
19	20	{21}	[22	23]	63	387.5
26	27	28	29	{30}	68	418
December 2018						
3	4	5	6	{7}	73	448.5
10	11	12	13	{14}	78	479
17	18	19	20	{21}	83	509.5
24	25	26	27	28		
31						
January 2019						
	1	{2}	[3	4	85	522.5
7	8	9	10	{11}	90	553
14	15	16	17	{18}	95	583.5
21	22	23	24	{25}	100	614
28	29	30	31		104	640
February 2019						
				{1}	105	644.5
4	5	6	7	{8}	110	675
11	12	13	14	{15}	115	705.5
[18	19	20	21	{22}	119	729.5
25	26	27	28		123	755.5
March 2019						
				{1}	124	760
4	5	6	7	{8}	129	790.5
11	12	13	14	15		
[18	19	20	21	{22}	134	821
25	26	27	28	29	139	853.5
April 2019						
1	2	3	4	{5}	144	884
8	9	10	11	{12}	149	914.5
15	16	17	18	[19	153	940.5
22	23	24	25	{26}	158	971
29	30				160	984
May 2019						
		1	2	{3}	163	1001.5
6	7	8	9	{10}	168	1032
13	14	15	16	{17}	173	1062.5
20	21	22	23	{24}	178	1093
[27	28	29]	{30	31}	180	1106

180 Days/1080 Hours Calendar

Aug 7	Back to School Health Fair
Aug 13	Registration
Aug 20, 21, & 22	Prof Dev (No School)
Aug 21	Back To School Night
Aug. 23	Begin 1 st Quarter/ 1 st Semester
Sept. 3	Labor Day (No School)
Sept 28	Homecoming
Oct 19	End 1 st Qtr. (41 days/250.5 hrs.)
Oct 22	Begin 2 nd Quarter
Oct 30 & Nov 1	Parent Teacher Conf (1pm dismissal, 3-7 Conf)
Nov 2	Comp Day (No School)
Nov 21	Prof Dev (No School)
Nov 22-23	Thanksgiving Holiday (No School)
Dec 21	End 2 nd Qtr (42 days/259 hrs)
Dec 21	End 1st Semester (83 days/509.5 hrs.)
Dec 24-Jan 1	Winter Break (No School)
Jan 2	Prof Dev (No School)
Jan 3	Begin 3 rd Quarter/ 2 nd Semester
Feb 18	President's Day (No School)
Mar 8	End 3 rd Qtr. (46 days/281 hrs.)
Mar 11-15	Spring Break (No School)
Mar 18	Begin 4 th Qtr
Mar 26 & 28	Parent Teacher Conf (1pm dismissal, 3-7 Conf)
Mar 29	Comp Day (No School)
Apr 19	Good Friday (No School)
May 27	Memorial Day
May 29	End 4 th Qtr (51 days/315.5 hrs.)
May 29	End 2nd Semester (97 days/596.5 hrs.)
May 30 & 31	Prof Dev (No School)

School Times

Students enter the building at 8 a.m. each morning. Classes begin at 8 a.m. and dismiss at 3:10 p.m. All elementary students in grades K - 5 should report to the playground each morning (except in cases of inclement weather when they will be permitted inside). All backpacks should be taken to the playground area with the exception of musical instruments and special class projects. The time before school is not a recess. Students should remain on the concrete. Students will enter the building from the playground side when the bell rings. Students are supervised beginning at 7:30 a.m. and ending at 3:10 p.m. The school is not responsible for students before 7:30 a.m. or after 3:10 p.m. Teachers are available from 7:45 a.m.-3:25 p.m.

Breakfast is served from 7:30 to 7:55 a.m. each morning. Students must not arrive at school before 7:45 unless they plan to eat breakfast.

Attendance Policy

Attendance at school on a regular basis is extremely important for success in school. Serious attendance and tardy problems will be brought to the attention of the parents. If the school has not been notified of your child's absence before 8:30 a.m., we will attempt to contact you. At 3 unexcused absences or if excused absences become excessive (10% of days school has been in session), a letter will be sent home informing parents of possible consequences of continued absenteeism. To be considered an excused absence, parents must submit a written excuse or contact the office by phone to inform the school of the date and reason of absence. Appropriate reasons for excused absences include: personal illness, serious personal or family matters, and appointments that could not be scheduled outside the regular school day. The school will make the final determination on whether an absence is considered excused or unexcused. Parents are encouraged to plan family trips when school is not in session. If this cannot be done, the parents should notify the school of their plans as soon as possible.

Tardies - A student is tardy when not in school on time in the morning. All students arriving late to school must report directly to the secretary's office.

1. Tardies will be recorded as either excused or unexcused. Excused tardies include, but are not limited to: lateness due to the weather, cars that don't start, illness, family emergencies, recognized religious observances, and school sponsored or approved activities.
2. The accumulation of tardies starts again at the beginning of the second semester.
3. Students may be required to make up the time they missed due to being tardy after the second tardy in a quarter. The time will be made up after school.
4. Students arriving to school within the first hour of school will be marked tardy. After 9:30 a.m., students will be counted absent for a half a day.

Truancies - A student is truant when an absence occurs without permission from parents and/or school officials.

Compulsory Attendance

Parents within the school district who have children who are over six and under sixteen years of age by September 15 and deemed to be in healthy physical and mental condition will have the children attend the school district at the attendance center designated by the board. Truant students who have not completed sixth grade will be subject to the Attendance Cooperation Process (ACP). Department of Human Services will be contacted.

If the parents do not participate in the ACP, or do not enter into an ACP, or if the parents violate a term of the agreement, the student is deemed truant. For Family Investment Program (FIP) students, and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced. (Iowa Code §§259A) (§299B) Board Policy 501.3.

Student Activity Policy

Without prior written permission, students missing the afternoon or p.m. portion of the school day will not be permitted to participate in evening school activities. These might include but are not limited to concerts, performances, or special activities.

Leaving School

Any student who leaves the school grounds for any reason must report to the office as they are leaving and upon returning and must have parental/guardian permission either by phone or note.

Student Pick Up and Drop Off

Students are to be picked up on the west side of the school on Elm Street and dropped off on the east side of the school on Walnut Street or on Elm Street. For the safety of our children, parents are asked not to park and leave your car unattended in the “No Parking Zone” on the right side of Walnut Street.

Students utilizing district transportation who reside within the communities of Kellerton and Davis City will be picked up and dropped off at the following addresses: Kellerton—at the County Barn near the intersection of West 6th and South Taylor; Davis City—corner of Teale and Clark.

Bicycles

Bicycles must be parked in the bicycle rack before school. Students are asked not to play around the parked bicycles during the school day. As a safety measure we must ask that children push bicycles on the sidewalks or playground during, before, or after school hours.

Change of After School Plans

If your child's after-school plan changes, please call the school before 2:30 p.m. Messages received after this time cannot be guaranteed to be delivered. Students are expected to know and follow their after school plan. Without a note or phone call, the plan on file should be followed.

Instructional Materials Fees, Activity Passes and Band Fees

Instructional material fees are \$50 for the first child in a family and \$25 for each additional child. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have instructional fees waived or partially waived.

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Activity passes may be purchased at registration and throughout the school year. An activity pass for kindergarten-12th grade students is \$55. An adult pass is \$75. A family pass is \$125. A senior citizen (age 62+) pass is \$65. A student 10 punch pass may also be purchased for \$25. An adult 10-punch varsity pass is \$35, and a senior citizen 10 punch pass is \$30.

Rental of any school instrument is \$10 (not forgiven for free/reduced students). Students will be responsible for their own reeds, strings or any damages caused beyond normal usage.

Telephone

Telephones are available for student use in emergency situations with permission from school personnel.

Lockers

Student lockers are the property of the school district. Students will use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It will be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks, or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule.

If an item is missing from a locker, the student is to notify the teacher or principal. Valuables should never be left in a student's locker.

Dress Code

1. Any style of dress or article of clothing that is hazardous to safety (example: billfold chains) or interferes with or disrupts the maintenance of a learning atmosphere is unsuitable.
2. Hats or caps are unsuitable in school attire. When required for a class or activity, they may be worn only during the time that the activity takes place.
3. Any article of clothing which exposes a bare midriff or is obscene, short shorts, or low cut jeans are unsuitable attire.
4. Offensive logos, slogans, phrases, or pictures will not be allowed.
5. Students must wear some kind of footwear appropriate to the activity or season.

All dress code violations will be referred to administration. Judgment by administration will be final. Parents may be contacted to come and pick up their child and take them home to change clothes and/or bathe if the hygiene is poor enough to interfere with the learning environment of other students.

Lost and Found

The lost and found articles will be kept in the hall across from the principal's office. We appreciate parents checking the box often for articles that their child has lost. If items are not claimed, they are taken to the service center at the end of each quarter.

Things to Leave at Home

These items are not appropriate at school and must be left at home: guns, knives, weapons of **any kind**, hard bats and balls, skateboards, scooters, collector cards, hand-held computer games, makeup or lip gloss. School employees have the authority to take the items until parents can come reclaim them.

Toys, gum, and candy are not permitted during school hours. Room rules for special occasions may differ with each teacher.

Cell Phones and Electronic Devices

Students **must ask permission to use** cell phones or any other electronic device and must keep those items **turned off and in backpacks or lockers**. The school will not be responsible if these items are stolen or broken. The following are unacceptable uses of cell phones: using during class, taking pictures in restroom/locker room, taking pictures for the purpose of ridiculing others, using it to cheat and harassing another person.

If a cell phone or other electronic device is used in an unacceptable manner or without permission, it may be confiscated and subject to search for evidence of misuse. Parents will be informed, and the law enforcement may be contacted. School employees have the authority to take the items until the end of the day.

Flower and Balloon Deliveries

Flower and balloon deliveries at school for children can create a disruption; therefore, school-time deliveries are discouraged. If flowers or balloons are brought for a student, they will receive them at the end of the day before school is dismissed.

Change of Address or Phone Numbers

Whenever a change of address or telephone occurs or if you wish to change or add an emergency contact, please report the changes to the office.

School Closing

Area radio and TV stations will be advised by 6:30 a.m. if school will be closed or delayed due to inclement weather conditions. Please listen to or watch one of the stations listed below. Do not call teachers or other school personnel or your child's school.

<u>STATION</u>	<u>CALL NUMBER</u>
KAAN Radio	95.5 FM
WOI-TV	Channel 5
KCCI-TV	Channel 8
WHO-TV	Channel 13

Unexpected Early Dismissal

Please have plans in place for your child for unexpected early dismissals. Parents **WILL NOT** be called if school is dismissed early. Sign up for Iowa School Alerts or utilize the TV and radio stations listed above. If you have an email registered on the school's JMC database, you will receive an email notification.

What Can You Do to Assure Your Child's Comfort and Safety?

- The superintendent and transportation director decide whether school will be in session. It is your decision whether you want your child to attend that day.
- Have alternative childcare plans in place that are well understood by your children. Should they go to a neighbor's house? Will a baby-sitter or other approved person pick them up? Do they have a key for home and know how to reach you?

School Alerts

If you would like to be notified directly when the school is closed or will start late or be dismissed early due to weather or other circumstances, sign up for Iowa School Alerts—a free e-mail notification service provided by the State of Iowa. To sign up, click on "Sign Up!" at <https://schoolalerts.iowa.gov>. WHO-TV also offers an easy way for parents to receive school closing information via their cell phone or email. Parents can sign up when they register at www.WHOtv.com. You will need to sign up each school year.

Volunteering and Visiting

Parents are encouraged to visit and be a part of the educational program that their child is receiving. Attending a special event at school or assisting a teacher with a project that requires extra help are great ways to do this! If you are planning to visit your child's classroom, please contact the teacher to determine the best time to come and be a part of the learning that is taking place.

Please remember that ANY and ALL visitors to the school building MUST report to the office. Please sign-in and take an appropriate visitors badge.

Students are not allowed to bring other school age visitors to school during the instructional day without prior approval from administration.

Illness

If children become ill at school (vomiting, diarrhea, or fever over 100°), parents will be notified immediately. Your child will be made as comfortable as possible at school until you arrive, but will remain separated from other students in the care of the school nurse.

If your child has a contagious disease, a note will be required from your physician saying your child is no longer contagious before returning to school.

Make-Up Work

The responsibility for make-up work rests with the student. The teacher's responsibility is to provide assignments and permit tests to be made up and projects to be handed in. Make-up work is to be completed before the absence or within a reasonable time after the absence. Generally speaking, a reasonable time may be considered twice the length of time absent—three days absent, six days for make-up. Tests or assigned work given or announced before the absence generally will be required the day the student returns to school.

Staying In From Recess

We encourage all students to go outside for recess unless they have had a recent serious illness or injury. When a student needs to remain inside during the day due to medical reasons, the parent must send a note.

Students will have indoor recess when there is inclement weather. When the wind-chill is below 15°, students will not go outside. Dress your child appropriately!

Taking Medication at School

If your child has a prescription or non-prescription medication that needs to be taken at school, you will need to do the following:

Prescription

1. Prescription medication must be brought to the elementary office by the parent/guardian in the pharmacy labeled container. An extra labeled container can be obtained from the pharmacist for school use.
2. A note from the prescribing physician or dentist should accompany the medication if there are any special instructions or considerations.
3. Before medication can be administered, the parent/guardian must give written permission for school personnel to administer the prescribed medication to their child according to the physician's or dentist's order on the labeled container.
4. A Permission to Give Medication form is available in the nurse's office.

PLEASE NOTE: If the dosage order changes (such as time of administration, milligrams given, etc.), the school must have a new labeled container or pharmacy label with the new dosage orders BEFORE the new dosage will be administered to the student.

Non-prescription

1. Non-prescription medication (Tylenol, Advil, etc.) is occasionally supplied by the school.
2. Non-prescription medication must be brought to the elementary office by the parent/guardian in the original container if medication is to be administered by the school. (Please, no Baggies.)
3. Parent/guardian must give written permission for school personnel to administer the medication to their child according to appropriate dosage information as supplied on the medication label.

Health Screenings

Throughout the year, the school district sponsors health screenings for vision, hearing and height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually or as requested by school staff. Parents will be notified of results and recommendations.

Required Immunizations

The state of Iowa requires all students enrolling in an Iowa school submit proof of immunizations to the school nurse using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted. Students not up to date on immunizations by October 1 will not be permitted back in school until they are caught up.

A student may be provisionally enrolled if they have received at least one dose of each of the required vaccines or they are a transfer student from another United States school system.

Injury At School

When a student becomes injured at school, the school district will attempt to notify the student's parents as soon as possible. Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The form will include the phone numbers of the parents and alternative numbers to call in case of an injury.

Dental Screenings

Dental screenings are required for all students entering kindergarten. Screenings have to be current within 1 year of the last day of the previous school. Dental forms are found on line on our school web page. Click on the link to registration information then a link to elementary forms for dental screenings. Forms are also available in the elementary office or the school nurse will gladly e-mail a form to parents.

Head Lice

It is the policy of Lamoni Elementary School that parents of students identified with head lice will be contacted by phone the day lice are discovered. If live lice are found, students will have to leave for the day to start treatment. Students must have started treatment before returning to school the next day. The school will provide information regarding a course of treatment recommended by the Iowa Department of Public Health and will take precautions, where possible, to prevent the spread of head lice.



Cafeteria Procedures

The food service program provides breakfast and lunch each day. Breakfast is available each morning from 7:30 to 7:55 a.m. Menus will be posted on the school website www.lamonischools.org.

Our meal system is set up on a computer, and each student has a three-digit account number. Money may be deposited into a family account in any amount. Students are not allowed to loan funds to or borrow funds from other students. The student's meal account is an all usage account where money that has been deposited can be used for a meal choice, extra milk, or an extra food item.

If your child has a dairy allergy, we will need a medical doctor prescription saying this. The school will provide water or juice.

No pop is allowed with breakfast or lunch.

Charges

Each family will have an account for meals. Each student from a family will withdraw from the account when eating in the cafeteria. Children from families whose income is at or below the levels determined by the State of Iowa are eligible for free or reduced meals.

When an account gets low, a notice will be emailed, mailed or you will be notified by telephone. When the account is depleted and the student needs to charge, parents will be notified. Students will not be denied a meal because an account is empty. We appreciate your cooperation in sending money to school the next day. A student will not be allowed to purchase extras if their account has negative balance. If the account is -\$5, the student will be offered a peanut butter sandwich and milk for their meal.

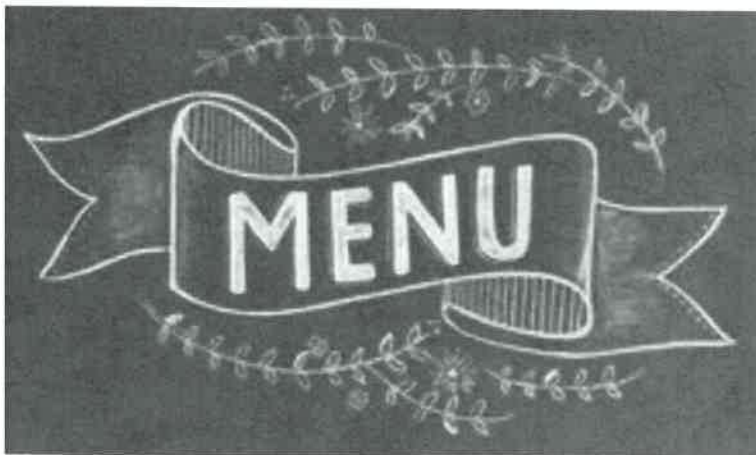
Money remaining at the end of the year will be credited to the family account for the following year. No refunds will be issued unless you will not be attending the next year.

Free or Reduced Tickets

To apply for free or reduced meals, an application must be filled out, signed, and returned to the office of the superintendent of schools. All the information you provide in the application will be treated confidentially. You may apply any time during the school year.

Leaving School Grounds for Lunch

Students may leave school with a parent/guardian to eat lunch or they may walk home to eat if a note from the parent/guardian is on file in the office. Students must sign out at the office before leaving the building and sign in upon their return.



Breakfast and Lunch Prices

<i>Breakfast</i> Preschool-12 th Grade	<u>Regular</u> 20 day...\$35.00 10 day...\$17.50 5 day..... \$8.75 Daily.....\$1.75	<u>Reduced</u> 20 day.....\$6.00 10 day.....\$3.00 5 day.....\$1.50 Daily\$.30
<i>Lunch</i> Preschool-5 th Grade	<u>Regular</u> 20 day....\$48.00 10 day....\$24.00 5 day.....\$12.00 Daily.....\$2.40	<u>Reduced</u> 20 day.....\$8.00 10 day.....\$4.00 5 day.....\$2.00 Daily.....\$.40
<i>Lunch</i> Middle School and High school	<u>Regular</u> 20 day...\$49.00 10 day....\$24.50 5 day.....\$12.25 Daily.....\$2.45	<u>Reduced</u> 20 day.....\$8.00 10 day.....\$4.00 5 day.....\$2.00 Daily\$.40
Adult Prices	<u>Breakfast</u> 20 day...\$45.00 10 day....\$22.50 5 day.....\$11.25 Daily.....\$2.25	<u>Lunch</u> 20 day.....\$73.00 10 day.....\$36.50 5 day.....\$18.25 Daily\$3.65
Ala Carte'	Entrée.....\$1.00 Dessert\$.50 Milk\$.30	

Positive Behavior Intervention and Supports: Lamoni Demons have P.R.I.D.E.!

PBIS is a research-based approach to teaching positive behavior that focuses on the use of explicit teaching of student expectations and the positive reinforcement of those students who are making correct choices during the school day.

At Lamoni Elementary School, students are intentionally taught the skills that are unique to different locations in our building and that are noted within our PBIS Behavioral Matrix, which is located on the following page. The matrix is organized around our theme that Lamoni Demons have P.R.I.D.E.

P-Perseverance

R-Respect

I-Integrity

D-Discipline

E-Enthusiasm

Lamoni Elementary School also provides students with many opportunities to be positively reinforced for the great choices they are making. Each day, our students have the opportunity to earn Demon P.R.I.D.E. tickets if they are caught making great choices. Students use the tickets to purchase items from the PRIDE Store each month.

Each month, teachers select a student to be the Demon P.R.I.D.E. student of the month for their class. Students are presented with a certificate to take home. All students will have the opportunity to participate in a P.R.I.D.E. celebration throughout the year.

Lamoni Elementary School Demon PRIDE Behavioral Matrix

<i>Demon Pride</i>	<u>Targeted Building Area</u> <i>Hallways & Stairways</i>	<u>Targeted Building Area</u> <i>Commons (Lunchroom)</i>	<u>Targeted Building Area</u> <i>Restroom</i>	<u>Targeted Building Area</u> <i>Playground</i>	<u>Targeted Building Area</u> <i>Buses</i>	<u>Targeted Building Area</u> <i>Classroom</i>
Schoolwide Expectation P Perseverance	*Use appropriate Voice Volume even when others are not *Always follow hallway rules *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Try each food on your tray *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Flush, Wash, Leave *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Try new games *Make new friends *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Remain in your seat *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Check the directions *Keep trying after you fail *Be prepared to work when the bell rings *Stay motivated to do your best
Schoolwide Expectation R Respect	*Wait for others *Look with your eyes *Hands to yourself	*Line Voice Volume 1 *Keep the line moving *Use good manners *Hands on your own tray *Speak-up when ordering and telling lunch numbers *Be polite to lunch staff	*Flush, Wash, Leave *Put toilet paper in toilet *Put paper towels in trash	*Use your plan *Respect the boundaries *Line up immediately when the whistle blows *Play fair *Take turns *Share equipment	*Talk to those nearest you *Hands in your lap *Keep your backpack in your own personal space	*Give full attention to teacher *Respect all staff *Speak at appropriate times *Treat others the way you want to be treated
Schoolwide Expectation I Integrity	*Stay to the right *Be aware of others *Face forward *Use the handrail	*Walk directly to where you need to go *Be aware of others *Clean up or report messes	*Clean up or report messes	*Be aware of others *Use school equipment correctly and safely *Make good choices	*Remain in your seat *Leave food and drink in backpack *Keep backpack in your own personal space *Make good choices	*Be truthful & honest *Use materials & equipment appropriately *Value school property *Follow classroom procedures
Schoolwide Expectation D Discipline	*Voice Volume 1 *Walking *Line Basics *One stair step at a time *Go to your destination without stopping *Keep areas clean	*Voice Volume 1-3 in cafeteria *Line Basics *Talk to those nearest to you *Clean up your area *Take only the amount you'll eat	*Voice Volume 1-2 *Ask to use restroom only when necessary	*Voice Volume 1-4 *Demonstrate good sportsmanship *Get permission to leave the playground *Keep track of all play equipment *Play tag in open areas	*Voice Volume 1-3 *Sit with feet down and bottom on the seat *Talk to those nearest to you *Face forward	*Listen when others are speaking *Use appropriate language *Keep hands, feet, and material to yourself *Move about the room in an orderly fashion
Schoolwide Expectation E Enthusiasm	*Smile and wave when greeted	*Be polite to your neighbors	*Flush, Wash, Leave	*Celebrate others' victories *Cheer on & encourage others	*Politely greet the drivers *Speak politely to others	*Be helpful to others *Stay focused & on task *Be on your best behavior *Participate actively & enthusiastically

I will have perseverance, I will have respect, I will have integrity, I will have discipline, I will have enthusiasm

Discipline

Students

In the classroom, students will follow the teacher's classroom rules. Because each teacher structures activities a little differently, teachers will clearly communicate their expectations for each activity.

Parents

1. Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, and notes.
2. Parents may be asked to help teach their child specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

Detentions and School Rules

Rules are made to ensure a safe and happy environment. If a student demonstrates unacceptable behavior, a warning will be given. Subsequent demonstration of unacceptable behavior by the same student will result in a detention, which may be served during lunch, during recess or before or after school.

A detention notice will be given to the parents and administration. The detention will be served within two days thereafter.

Enforcement of School Rules and Administrative Action

School rules will be enforced whenever the infraction is related to actions that occurred at the school setting. Notice of action taken will be given to parents and superintendent.

Bus Rules

1. Obey the bus driver and follow directions the first time they are given.
2. No swearing, rude gestures, loud voices or teasing.
3. Stay in your seat with feet on the floor and out of the aisles.
4. Keep hands, feet and objects to yourself.
5. No food, drink, litter or pets. Radios, CD players, iPods or other electronic devices may be used with bus driver's permission. Toys must be left in backpack or with the driver.
6. Students who do not normally ride the bus will not be allowed to ride home with a bus student without a note or a parent call to the office.

Exceptions to this rule will be made in case of a family emergency or baby-sitting needs. To make arrangements, we ask that a parent call the school office.

Consequences

- 1st Time–Warning given.
- 2nd Time–Assigned seat, conference with driver and or transportation director, principal and parent.
- 3rd Time–Student suspended from bus for one week or more.

Severe Violation - Immediate Removal!!

Serious Rule Infractions

Students are expected to adhere to state laws relative to tobacco, alcohol, controlled substances, and weapons.

Selling or Distributing Alcohol or Illicit Drugs

Students who sell or distribute alcohol or illegal or prescription drugs on school property, including in school buildings and on school grounds, or on school transportation vehicles, or at any school activity, home or away, will be subject to disciplinary action as follows:

First and all subsequent offenses - Students will be suspended out of school and possibly referred to the Board of Education for disciplinary action including possible expulsion; students will be reported to the appropriate authorities.

Drugs and Alcohol

Students who use or have possession of alcohol or drugs in violation of the district medication policy, or who show evidence of being intoxicated or of being under the influence of illegal or unauthorized drugs on school property, including in school buildings and on school grounds, or on school transportation vehicles, or at any school activity, home or away, will be subject to disciplinary action as follows:

First and all subsequent offenses—students will be suspended out of school for a length of time determined by the principal. Parents will be notified, and the student may be referred to the Board of Education for disciplinary action.

Use of Tobacco/Nicotine

Smoking, possession or consumption of tobacco/nicotine, in any form, on school property, including in school buildings and on school grounds, or on school transportation vehicles, or at any school activity, home or away, is punishable as follows:

1. First offense—The student will serve a one day in-school suspension and parents will be notified.
2. Second offense—The student will serve a two-day in-school suspension and parents will be notified.
3. Third offense—The student will serve a three-day in-school suspension and a parent conference will be held. The Board of Education may be notified for disciplinary action.

Dangerous Weapons

District facilities, vehicles, and events are not an appropriate place for weapons, firearms or dangerous objects. Weapons, firearms, and other dangerous objects, including objects not normally considered dangerous unless used with the intent to threaten or harm persons or property, may be taken from students in any area where disciplinary control is exercised under this policy.

Weapon includes any item or device designed primarily for use in inflicting death or injury upon a human being. Dangerous weapons include, but are not limited to, any offensive weapon, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate intent to inflict death or serious injury upon another is a dangerous weapon.

Firearm is a weapon that is designed to expel a projectile by the action of an explosive, the frame, receiver, muffler or silencer for any weapon, or any explosive, incendiary, or poison gas.

A look-alike weapon is any object that resembles a firearm or weapon. A look-alike weapon includes, without limitations, BB guns, pellet guns, air rifles, dark colored squirt guns, paintball gun or toy guns. Look-alike weapons possession may be punished as firearms or dangerous objects.

Dangerous object is any item or device which is used in a manner that could cause injury to any person or is used to threaten or intimidate another.

Violations

- A. Any knife or object considered dangerous will be confiscated by the principal/designee. A parent will be notified and the principal/designee will determine if any discipline is necessary.
- B. Any student possessing a dangerous weapon will be suspended not less than 5 days.
- C. Any student displaying a dangerous object or possessing a weapon or look-alike weapon will be suspended for not less than 10 days and will be reinstated only after meeting with the superintendent/designee.
- D. Any student in possession of a dangerous object, weapon, or look-alike weapon that is used to threaten or injure another or used in a manner that could cause injury to any person will be suspended with a recommendation for expulsion or exclusion.
- E. Any student in possession of a firearm in any area where disciplinary control is to be exercised will be expelled for not less than 12 months and will be referred to law enforcement authorities. The superintendent will have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.
- F. Any student who uses a firearm to threaten or injure any person may be expelled for more than 12 months depending upon the circumstances of the event. The superintendent will have the authority to recommend this expulsion requirement be modified for a student of a case-by case basis.

A parent/guardian of a student who violates this policy will be notified by phone or mail, depending upon the severity of the violation, no later than the end of the following school day.

Fighting

A detention or an in-school or out-of-school suspension of up to ten (10) days may be given to students involved in fighting on school property, including in the school buildings and on the school grounds, or on school transportation vehicles, or at any school activity, home or away.

Stealing

Students who steal on school property, including in school buildings and on school grounds, or on school transportation vehicles, or at any school activity, home or away, will be subject to appropriate disciplinary action and parents will be notified.

Insubordination

Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher or school official. An in-school detention or out-of-school suspension of up to ten (10) days may be given to a student for any act of insubordination. Parents will be notified.

Vandalism

Students who vandalize school property, including in school buildings and on school grounds or school transportation vehicles, will be subject to disciplinary action as follows:

1. First offense – Depending on the severity of the incident, the student will serve a detention or a one to three days in-school or out-of-school suspension. Parents will be notified, and the student and/or parents will pay for the damages.
2. Second offense - The student will serve a three-day out-of-school suspension, a conference with parents will be held, local police may be notified, and the student and/or parents will pay for the damages.

For any offense, the student and/or parents will be liable for all damages as determined by the state law and the school administration.

Care of School Property

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

Gross Violations/Repeated Offenders

These will be dealt with in a manner consistent with the practices and procedures of the Lamoni Community School. Up to ten (10) days of in-school suspension may be assessed or the student may be expelled depending upon the seriousness of the offense. The local police may be notified.

Probation

Probation is defined as conditional attendance for a period of not more than one semester imposed by the principal for violation of school rules. Violation of probation will result in more severe penalties such as suspension.

In-School Suspension

In-school suspension is defined as temporary isolation of a student from classes while under administrative supervision. Such disciplinary action will be imposed by the administration for violations not requiring removal from school. There will be no loss of credit for in-school suspensions. It is the student's responsibility to see that all class work is made up. The student will work on class assignments during the in-school suspension.

A full day in-school suspension will last from 8 a.m. until 3:10 p.m. The student will bring a sack lunch or may have lunch brought from the cafeteria. Parents will be notified before the student serves an in-school suspension.

Out-of-School Suspension

Out-of-school suspension is defined as removal of the student from the school environment by the principal for serious or repeated violations of school rules. Parents will be notified before students serve out of school suspensions. The student will not be allowed to participate in activities for one week for each day of out-of-school suspension.

Procedure for Suspension

When a student is suspended, he/she will be advised of his/her right to due process.

1. Prior to suspension, a hearing will be held with the student at which time oral or written notice is given to the student.
2. The student is to be told the basis for the accusation and given an explanation of the evidence.
3. An opportunity should be given during the hearing for the student to present his/her side of the story, if the student denies the charges.
4. The hearing will be held immediately following notification of alleged misconduct. This may be verbal and on an informal basis.
5. The student may be removed from school immediately when his/her presence constitutes a necessary notice and a hearing should follow as soon as practicable. (See 1, 2, 3 above)
6. Immediately following the suspension of a student, the parents will be notified in writing and by phone that the suspension has occurred and the reasons therefore.
7. The decision of the principal may be appealed to the superintendent of schools.
8. The decision of the superintendent may be appealed to the school board. The School Behavior Code will be enforced whenever the infraction is related to actions that occurred at the school setting.

Expulsion

For severe behavior, suspensions or expulsion will be used. Expulsion is defined as removal of the student from the school environment by action of the Board of Education. Loss of credit for all classes during the expulsion will be in effect.

Principal's/Student Services Coordinator's Role

If conditions exist that require more than a time-out period or counseling from a teacher, the student(s) may be sent to the office for additional reinforcement. When children are sent to the principal's office for discipline, they are counseled and given direction for appropriate behaviors. Sometimes students may spend time out of the regular classroom. The time out of the classroom may be until the student gains control of him or herself and can show that they can meet the expectations set in the classroom or elsewhere in the school.

There are times when students may spend recess time or before or after school time in the office. Depending on the situation, the student may be asked to call the parent and provide information on the reason for being in the office. Parents will be notified if it is deemed necessary. If the problem is not solved by these measures, the student may be sent home.

Appeal Information

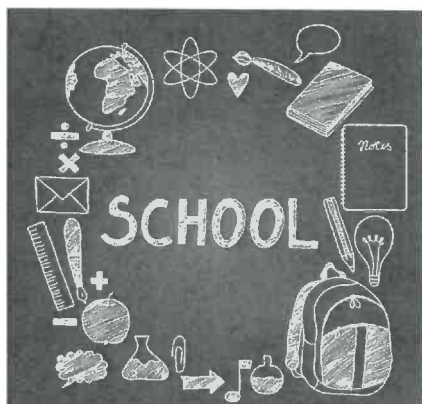
It is the student's right to appeal decisions that they find unfair. The normal process is to appeal teacher's decisions to the principal, the principal's decisions to the superintendent, the superintendent's decision to the school board and the school board's decisions to the civil court. Students may talk to the principal or superintendent by scheduling a meeting with either or both. A decision will be appealed to the principal within 3 school days; a decision will be appealed to the superintendent within 5 school days. Students may address the school board by scheduling, through the superintendent, an appointed time to speak at a school board meeting.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents/guardian's request. Parents/guardians considering the use of the Open Enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:

- March 1 is the last day for regular Open Enrollment requests for a subsequent school year.
- September 1 is the last day for Open Enrollment requests for entering kindergarten students and those falling under the "good cause" definition for the following year.

Students interested in open enrolling out of the school district must contact the administration office for information and forms.



Policy For Requesting A Teacher

Parents requesting a teacher in grades K-5 will need to follow the following procedure before a request will be honored:

1. All requests must be put in writing and received by the principal no later than June 1. Phone requests will not be honored.
2. Parents must state in writing the reason/reasons for the request. If a valid reason is not given, the request will not be honored.
3. Requests will not be honored if it is the opinion of the staff/principal that any of the following criteria interfere with the requests:
 1. Even numbers of boys and girls in each section
 2. Students who need to be separated are requested to be in the same class
 3. Student abilities/disabilities are not evenly distributed between sections
 4. No teacher will have the same student more than two consecutive years if possible
 5. Learning style of student conflicts with the instruction style of the teacher
 6. Administrators will have the final say

Please Note: There may be situations when classroom teachers have not been assigned or teachers may leave the district prior to the start of school, allowing for the possibility that your child may not have the teacher you requested.

Physical Education

All elementary students are required to take Physical Education unless excused by their physician. A written excuse should be brought to the principal's office or given to the physical education teacher.

Students are asked not to wear black-soled shoes to gym class in order to protect the gym floor.

Library

As a part of the Library/Media curriculum and also as a part of their assigned work, students are permitted to check out media materials from the Lamoni Community School District library. Elementary students are permitted to have no more than two items checked out at one time. Materials that are not returned, or that are returned with damage may be subject to a replacement fee.

Field Trips

Field Trips are taken during the school year to enhance the curriculum provided in the classroom and to provide opportunities that cannot be experienced on our campus. Field trips will be provided at no cost to students. When possible, parents will be invited to attend with their children. Parents will be accommodated in the manner indicated in the informational letter from the teacher as available space permits. Students must use the school's transportation unless prior approval has been obtained from the teacher.

Student Promotion - Retention - Acceleration

Students will be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. The superintendent, in consultation with the building principal and teacher will have the discretion to retain a student in the student's current grade level. Under special circumstances, the superintendent may inform the board of a student's retention.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level.

Special Education

The board recognizes some students have different educational needs than other students. The board will provide an appropriated educational program and related services to students identified in need of special education. Special education services will be provided from birth until the appropriate education is completed, age twenty-one or in accordance with the law. The board will provide an appropriate education for a student in need of special education.

Students requiring special education will attend regular education classes, participate in extracurricular activities and receive services in a regular education setting to the maximum extent possible. The appropriate education for each student will be written in the student's Individualized Education Program (IEP). The IEP may state that a special education student's interests are best served by the student attending school on a different school calendar than regular education students.

Multi Tiered Systems of Support (MTSS)

As a part of MTSS, the Lamoni School District strives to make every student's educational experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to accommodate a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency (GHAEA) to assist in developing these accommodations and modifications. Professional staff from GHAEA consists of speech-language pathologists, itinerant hearing and vision teachers, occupational therapists, transition/work experience instructors, school social workers, and school psychologists. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e. talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GHAEA staff is to keep the length of their involvement brief (i.e. through indirect contact on no more than two occasions for a particular child).

Academic Program

The basic instructional program of students enrolled in kindergarten will be designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through five will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, music, and visual art.

The Lamoni school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development.

We consolidated what we learned from collecting data about our building's learning environment with what we learned from studying the professional knowledge base. We know that the balanced literacy model supports our literacy goals and supports many of our current practices.

Assessing Children's Reading Development

In accordance with House File 743, the elementary will use the Formative Assessment System for Teachers (FAST) to assess students' reading development. Student achievement will also be assessed using MAP testing and the Iowa Assessments.



Talented and Gifted Program (TAG)

In its attempt to meet the educational needs of each student, Lamoni believes that every student is entitled to an educational program that meets his/her learning needs. Because of this mission, Lamoni supports the following core beliefs in relation to gifted education:

- Students who exhibit exceptional academic skills are entitled to an educational program that meets their learning needs.
- Educational learning opportunities should be designed to meet the unique educational needs of talented and gifted students.
- The district will provide specially designed instruction and activities through cooperative efforts of the TAG teacher and general education teachers.

Lamoni School School-wide Title I Program

Lamoni School has a school-wide Title I program. The purpose of a school-wide program is to help **all** students develop and maintain strategies for improvement in reading and math. By being a school-wide program, we have three levels of interventions for our students. Tier 1 interventions allow us to use our Title teachers in the building to support all of the students in small skill-leveled groups. The Title teachers support the regular classroom teachers by having at least 30 minutes per day of guided reading instruction in grades K-5th. Instruction may occur in a variety of settings. Tier 2 interventions consist of small group instruction that is provided to students who need additional support. Tier 3 interventions are one-on-one interventions. The Title teachers also help support students during math instruction.

Title I Parent Involvement Policy

It is the policy of Lamoni Community Schools that parents shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of the participating Title I children and all parents in school-wide buildings through the Parent Handbook which is distributed to every family at the time of registration.
2. An annual meeting is held, for all parents. Notification will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meeting and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all box holders in the spring of the year, through individual reports given to parents at conference time and through report cards.
5. In a school-wide building plan, parents are informed of and involved with their child's participation in the program. They also are informed about the curriculum, instructional objectives and methods used in the program. This information is delivered through newsletters, conferences, and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review and improvement of the school-wide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the school-wide program is not satisfactory to the parents, they may submit comments to the SIAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meeting.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library, which contains reports on educational issues, books, and videos, are available to parents for check out at the Lamoni Elementary building.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from fifth grade to sixth grade will be provided to parents at the fall sixth grade orientation meeting.
11. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meeting will serve as the site for the discussions of program adjustments.

Providing all Lamoni Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Internet Acceptable Use Policy

Terms and Conditions

All use of the Internet must be in support of education and research and consistent with the educational purposes of Lamoni Community School District.

On the Internet, it is impossible to control all materials, and a student user may discover information that some may find inappropriate, offensive, or controversial. We, the Lamoni Community School District, firmly believe that access to the valuable information and interaction available on the Internet far outweigh the possibility that users may access material that is not consistent with the educational goals of the District.

I. Internet Access

Students will be granted the privilege of using the Internet after parents and students have signed the Internet Acceptable Use permission slip. Any student who does not have this form on file will not be allowed to access the Internet. Students will be able to access the Internet with their teacher's permission. Individual accounts and electronic mail addresses may be issue to students.

II. Student Use of Internet

A. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through his/her own account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

B. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any activity that includes material that is inappropriate.

C. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved, the student accessing such a service will be responsible for those costs.

III. Student Violations--Consequences and Notifications

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 5 to 10 school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 20 to 30 school days.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the remainder of the school year.

Computers/iPads

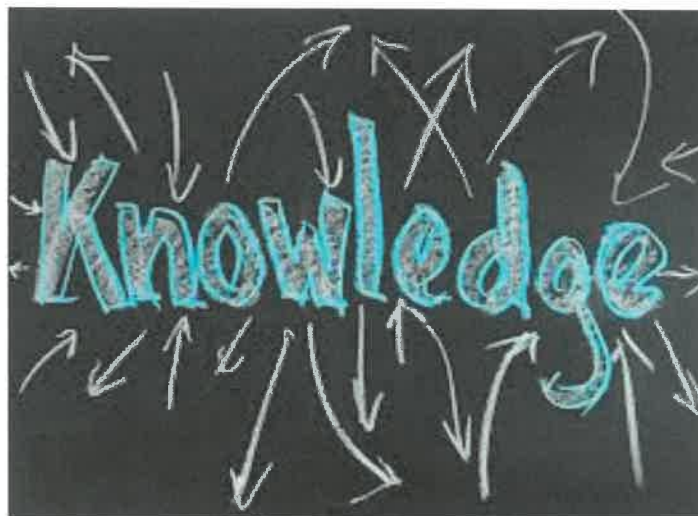
Computers and iPads are tools to help enhance and motivate students to learn. To enable our students to have this tool, the district has invested a great deal of time and money. Therefore, students are to follow these guidelines when using the district's computer equipment.

Hardware

1. Follow proper shut down and storage procedures, which includes plugging in devices.
2. Students are prohibited from disconnecting or disassembling any computer components without teacher permission and supervision.
3. Any student found to have damaged district hardware will be dealt with according to the district policy on vandalism.

Software

1. Students are prohibited from any form of reconfiguring the harddrive including but not limited to:
 - a. changing file or folder names or locations.
 - b. creating aliases.
 - c. deleting or putting any files or folders in the trash which the student did not create.
 - d. adding or downloading files to the harddrive without teacher's express permission.
 - e. the desktop should not contain inappropriate images including but not limited to:
 1. drugs
 2. nudity
 3. sexually explicit material
 4. alcohol
2. Students are prohibited from obtaining, displaying or utilizing inappropriate material on their disks or the harddrive.
3. Students are prohibited from tampering with the server/network.



McKinney-Vento Homeless Education Act

Congress authorized this act in December 2001, as part of the No Child Left Behind Legislation. The purpose of the McKinney-Vento act is to remove barriers to education for homeless/transitional students and provide educational stability. Who is considered McKinney-Vento eligible? Any child who lacks fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth in transitional housing programs and children in foster or temporary placements.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part or the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The parent will be notified with the results of the hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection by writing to the principal the first day of school. The objection needs to be renewed annually.

Name, address, telephone listing, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Use Of Directory Information Code No. 506.2R1

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Preventing Child and Youth Sexual Harassment, Abuse, and Assault A Resource for Iowa's Families

Resources for families with elementary-aged children (ages 5-10)

- *How to Protect Your Child from Child Abuse* – www.BSA-IA.org or 800-999-SCOUT
- *No Way, Don't Go There, & I Don't Think So* – www.GirlScouts.org or contact local organization
- *Safe Schools and Healthy Students Initiative* – www.sshs.samhsa.gov/initiative/resources.aspx
- *Pacer Center's Kids Against Bullying* – www.pacerkidsagainstbullying.org
- *Families are Talking* – [www.siecus.org/pubs/families/FAT Newsletter V3N3.pdf](http://www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf) or <http://www.siecus.org/pubs/pubs0004.html>
- *7 Steps to Protecting Our Children* – <http://www.d2l.org> (small "L" not "one" in the address)
- *Stop It Now!* – <http://www.stopitnow.org> or 1-888-PREVENT
- *Keeping Children Safe from Abuse: Tips for Parents and Caregivers* – <http://www.cfchildren.org/parents/parentindex/>

For more information on sexual violence go to: www.icyd.org

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse at (641) 784-3422 as its Level I investigator. The high school principal, serves as the alternate investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Initiations, Hazing or Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes:

- verbal, physical or written harassment or abuse.
- pressure for sexual activity.
- repeated remarks to a person with sexual or demeaning implications.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes:

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

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Anti-bullying and Anti-harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

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

measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have 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 or harassment. The principal or designee (school counselor) will be responsible for handling all complaints by students alleging bullying or harassment. The school counselor or designee will be responsible for handling all complaints by employees alleging harassment.

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

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site
- a copy shall be made to any person at the central administrative office at 202 North Walnut, Lamoni, IA 50140.

Safe Culture

Students who feel that they have been harassed are encouraged to:

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

A Harassment Complaint Form is available for student use. Complaints filed in this manner will be investigated within 24 hours.

Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Notice Of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Lamoni Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity in admission or access to, or treatment in, its 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), § 504 or Iowa Code § 280.3 is directed to contact:

Guidance Counselor
Lamoni Community Schools
202 N Walnut
Lamoni, Iowa 50140
641-784-3351

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, § 504 and Iowa Code § 280.3.

Grievance Procedure

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance

Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Principal

Lamoni Community School

202 N Walnut Street

Lamoni, IA 50140

641-784-3351 (8 a.m.-3 p.m.)



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