



**2018-2019 Family Handbook
&
Student Discipline Code and Procedures**

August 2018

Dear Students and Parents,

Welcome to the 2018-2019 school year at Carlisle Elementary. Our entire staff is energized after the summer break, and we're excited to welcome new staff members and families to our learning community. As we design and provide instruction based on our building configuration of grades Preschool-3rd, we'll be focusing on hands-on, age-appropriate learning activities. We look forward to providing wonderful educational experiences for your child and developing a strong partnership with your family.

This handbook has been designed to acquaint students and parents with necessary information about Carlisle Elementary. It is intended that this handbook be read carefully and used as a reference for questions that may arise throughout the year.

Students and parents both play a vital role in our school, and we ask that each of these groups be as active as possible in our school throughout the year. Parents can assist us by adhering to our literacy pledge by making sure your child comes to school each day healthy and well-rested, providing encouragement for your child, helping with homework (including the weekly required reading), and being an active volunteer and member of our PTO.

We are proud to be part of the educational team in Carlisle. With students, parents, and staff working together, we know that we will remain focused on our district mission: ***Character, Service, and Excellence in everything we do.*** If you ever have questions or concerns, please contact us. We look forward to working with your family this year.

Sincerely,

Barb Niemeyer

Barb Niemeyer, Principal

Cory Allison

Cory Allison, Assistant Principal

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AEA SERVICES

Heartland Area Education Agency supports educators, parents, and the community to improve student learning. Heartland and the other area education agencies were created to ensure educational opportunities for children from birth to 21. Support to local schools is provided in three areas: Educational Services, Media Services, and Special Education Services (assessment, consultation, speech-language, hearing screenings, and others).

A team of specialists (school psychologist, educational consultant, social worker, speech-language pathologist, and others) work at each elementary school several times each week and is available to assist teachers in supporting the learning and behavioral needs of students. If you have concerns about your child, please notify your child's teacher in order to discuss the problem-solving method utilized by the district.

Heartland also provides screening services to infants and toddlers. If you believe your preschool age child is having difficulty communicating, hearing, or seems to be developing at a slower rate than you think is typical for his or her age, please call 961-8191 for more information. This service is provided at no cost to the parent.

ANTI-BULLYING/HARASSMENT POLICY

Please see the attached Carlisle District Elementary Student Discipline Code and Procedures Manual found at the back of the handbook.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Please see the attached Carlisle District Elementary Student Discipline Code and Procedures Manual found at the back of the handbook.

ARRIVAL AND DISMISSAL

Carlisle Elementary School will allow students in the classrooms at 8:00 a.m. Anyone arriving after 8:10 a.m. will be considered tardy. Students will be dismissed at 3:20 p.m.

We ask that students who walk or are dropped off not be on school property before 8:00 a.m. unless they are utilizing our breakfast program which begins at 7:45 a.m. All PS-3 bus students will be directed to a gym each morning for supervision, while other students who are dropped off or walk will be supervised at designated door areas throughout the building. After school, all non-bus students in PS-1 must be picked up directly from the classroom teacher on the playground by an older, designated individual. Your cooperation in this matter is greatly appreciated as we strive to ensure the safety and supervision of our students.

ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Parents of students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 989-0339 on the day of the absence prior to 8:30 a.m. The office has an answering machine for this purpose which can be utilized at any time. If notification is not received, the office attempts to contact the parents at their emergency number.

Students who return to class or arrive after the school day has begun must bring a note or be signed in by their parents at the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. **In order for any elementary student to be allowed to leave school property during the school day, an adult must come to the office and sign him/her out.**

CARLISLE CSD STUDENT ATTENDANCE PROCEDURES

Please see the attached Carlisle Student Attendance Procedure in the back of the handbook.

BREAKFAST

A breakfast program is available to all students. Please contact the school office for price information. Breakfast will be served from 7:45 a.m. – 8:05 a.m. Students should not enter the elementary building prior to 7:45 a.m. Students are expected to behave in a respectful manner and to be on time for breakfast and class.

CALENDARS FOR THE SCHOOL YEAR

Please consult the school calendar for information about school vacation and scheduled early dismissals. A Carlisle School Calendar is available on our district website: <http://www.carlisecsd.org>

CANCELLATIONS, DELAYS OR EARLY DISMISSALS OF SCHOOL

Announcements of school cancellations or early dismissals are made via major media outlets. In case of severe weather or an emergency situation, cancellations can occur at any time.

The district will also utilize our Emergency Response System, sending out mass phone calls/e-mails, when appropriate. This system contains the most recent contact information provided by parents so it is important that we be given any updates. It is the responsibility of the parent/guardian(s) to inform his/her child what to do and where to go when the parent will not be home. Each child should understand his/her alternate emergency plan. Parent/Guardian(s) are responsible for completing and returning the Emergency Early Dismissal Plan form sent home by the classroom teacher. Should this plan change in any way, please notify your child's teacher. **It is extremely important that we maintain current emergency plan information for your child in order to assure their safety.**

Early dismissals are scheduled throughout the year for collaboration/professional development opportunities for staff. These days give teachers time to learn and share professional information that will benefit our students. This time may be used for grade-level or department meetings, for staff training, for review and revision of curriculum content, and for the development and practice of effective learning strategies. The usual dismissal time on those days is 1:30 P.M. It is the responsibility of the parent/guardian(s) to be aware of and make accommodations for their children on early dismissal days.

CELL PHONES

The use of cell phones during school hours is prohibited. All phones must remain in bags/lockers during the school day and while riding the bus. If a cell phone becomes a problem, it may be taken away and given to the office and a parent will be notified. Students may request to use the office phone, if necessary.

CHANGE OF ADDRESS/CONTACT INFORMATION

Please notify the school immediately if you have a change of address, e-mail, or phone number during the school year. It is very important for emergency and administrative reasons that up-to-date information on every student be available in the school office.

COMMUNICATION

Each Friday the central office publishes and e-mails to our distribution list the Wildcat Weekly which contains pertinent school announcements, school lunch menu, and upcoming events. Building and classroom newsletters are also distributed on a regular basis.

When sending a note or money to school, please provide your child with clear delivery directions (and always place money in a marked envelope with student name and recipient). Also, the school regularly sends newsletters and papers home with students. Parents are responsible for knowing the contents of the notes or papers sent home and for promptly returning any requested forms.

CONCERNS

If you have any concerns regarding a situation at school, you are urged to follow this procedure:

1. Contact the involved staff member to discuss the problem and possible solutions.
2. If the concern is not resolved, request a conference with the principal.
3. If the concern is not resolved, contact the superintendent.

CHAPTER 103

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

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

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

DEFINITIONS

In this handbook the word “**parent**” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designees unless otherwise stated. The term “**school grounds**” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “**school facilities**” includes school district buildings and vehicles. The term “**school activities**” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

DRESS

There is a strong connection between academic performance, student’s appearance and student’s conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Children should wear comfortable clothes and shoes that will permit them to participate actively in gym class and recesses each day. Please limit the wearing of flip-flops as they are easily broken and unsafe during physical activity. During hot weather, shorts are permitted; however, all classrooms are air-conditioned and are often very cool. In the fall and spring, students will be more comfortable if they dress in layers and bring appropriate jackets for outdoor activities.

During cold weather, students need to wear warm coats, hats, and gloves. Boots and snow pants may be required for playground activities depending on the condition of the playground areas. If a child is insufficiently dressed for cold temperatures, the classroom teacher may exclude a student from participating in outdoor recesses.

ELEMENTARY LIBRARY

The purpose of the elementary library is to offer general information, picture books, fiction, references, periodicals, and multi-media collections for the students and teachers. Materials are selected for their educational and recreational value. Classes visit the Randleman Memorial Library on a weekly basis. Individual students may visit the library at appropriate times throughout the day. Kindergarten students may keep media materials for one week. Students in first through third grades may keep their books for two weeks.

We do not charge fines for overdue materials. We do charge for lost and damaged materials. These fines are to be paid by the user.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, and age-appropriate active shooter drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits areas are posted in all rooms.

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

EMERGENCY INFORMATION

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

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, age, religion, sex, disability, sexual orientation, gender identity, socioeconomic status or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, creed, age, sexual orientation, gender identity, socioeconomic status or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

NOTICE OF NONDISCRIMINATION

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

The school district does not discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, creed, marital status (for programs), socioeconomic status (for programs) or disability in admission or access to, or treatment in, its hiring 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 (2007) is directed to contact the Human Resource Director, 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 Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 (2007). The office of the Human Resource Director is located in the Carlisle Administration Office, 430 School Street, Carlisle, IA 50047 or by phone at 515/989-3589.

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 sex, 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, color, national origin, creed, 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 sex, race, color, national origin, creed, religion, age, marital status, sexual orientation, gender identity, socioeconomic status 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 <http://www.state.ia.us/government/crc/index.html> 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:

Dr. Brandon Eighmy

Administration Office

430 School Street, Carlisle, IA 50047

515-989-3589

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a permission slip signed by the student's parents. **If a parent is asked and agrees to assist with supervision, no younger siblings are allowed to attend for safety reasons.**

GUM, CANDY, AND TREATS

Foods that come from home for sharing among children must be either whole fruits, vegetables or commercially prepared packaged food in factory sealed containers. In an effort to support the Healthy Kids Act, we encourage parents, guardians and staff to provide healthy alternates for classroom snacks, rewards and celebrations.

HAWK-I INSURANCE FOR CHILDREN

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

HEAD LICE

The incidence of head lice (pediculosis) has been increasing over the last few years. The Iowa Department of Public Health has identified this as a community-based problem. The resistance of lice to many of the current over-the-counter medications has added to this problem.

Individual class notification of head lice is no longer necessary because parents should assume there is head lice at school at all times. Weekly checking for head lice as part of your child's routine hygiene care must become the parent's responsibility. Due to the large ratio of students per school nurse, parents are able to do a more thorough and effective job of examining their child's head. Our school nurse or her assistant will be happy to assist you with any questions you may have regarding identification and treatment of head lice. While head lice are a nuisance, it is very important for parents to understand that head lice do not pose any health hazards.

HEALTH SCREENINGS

Vision and hearing screenings will be conducted for each student in the elementary. A teacher or a parent/guardian may also make requests for screenings. If there is any concern, parent/guardian(s) will be notified.

HOMELESS STUDENTS

Homeless students attending Carlisle Schools may be eligible for additional supports and assistance. 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.

Please contact your school counselor or principal if you meet any of the above criteria.

HOMEWORK

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make-up incomplete class work. Students are expected to complete homework on time

ILLNESS/ABSENCES

Regular attendance is a very important part of education. In order to decrease the chance for spreading illness to others at school, please keep your child home if he/she has:

- Had a temperature of 100 degrees or more in the past 24 hours. Students should remain at home until their temperature is normal for 24 hours without fever-reducing medication (acetaminophen and ibuprofen).
- Vomiting or diarrhea in the past 24 hours. Students should remain home for 24 hours after the last vomiting or diarrhea episode. This will help eliminate children returning to school while still ill.
- A bacterial infection (strep throat, etc.) that has not been treated with antibiotic for 24 hours.
- The regulations set by the Iowa Department of Public Health are the guidelines used to determine exclusion and re-admittance of students with communicable diseases (chicken pox, impetigo, conjunctivitis, etc.).

IMMUNIZATIONS AND VACCINATIONS

Iowa law requires evidence of immunizations before any student can be enrolled in the Carlisle Community Schools. A certificate documenting the required immunizations must be on file at school for each student. The certificate may be obtained from your doctor's office or from the school nurse. Students with immunizations partially completed will be issued a provisional certificate allowing an additional 60 days to complete the remaining immunizations.

Students transferring from another school system may be granted provisional enrollment as well. If at the end of the provisional period the student has not submitted a Certificate of Immunizations, the student may be excluded from school. The student will be re-admitted when the school has received a validated Certificate of Immunization. All new students from outside the United States must show proof of immunizations before admittance to the district.

Effective with the 2013-2014 school year, all students entering 7th grade are required to show proof of a recent TDap.

You may contact the school's nurse, Cindy Moorman, at 989-5330 for clinics that provide immunizations at no- or low-cost to qualifying families.

INFECTIOUS AND COMMUNICABLE DISEASES

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

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concern about instructional materials should contact the elementary principal.

INTERNET

The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words; the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS

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

This handbook and school district policies, rules and regulations are in effect while the students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rules, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

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

LEAVING SCHOOL BEFORE DISMISSAL

If it is necessary for a student to leave school before the regular dismissal time, he/she must bring a note from home stating the reason, time, and place. The note must indicate if the student will be leaving with someone other than the parent/guardian with physical custody. The note must be signed by the custodial parent/guardian.

Students will not be allowed to leave with someone other than the parent/guardian until permission from the custodial parent/guardian has been obtained. All students leaving before dismissal time are to be picked up and signed out at the office. If you are picking up your child, please come directly to the office to sign him/her out and the classroom teacher will then be notified. No elementary child will be allowed to leave school grounds early without being signed out by an adult.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district and provide necessary paperwork. The school district needs to know when these changes occur to ensure that the school district has a current student record. Only legal names are recorded on students' permanent records.

LOST AND FOUND

Parents and students are encouraged to check the lost and found tables in the atrium throughout the school year. Please encourage your child to be responsible for his/her personal property. Label all articles with your child's name, including lunch boxes and clothing items. Items which are not claimed by the end of the year are donated to local charitable institutions.

LUNCH

In accordance with USDA regulations for the National School Lunch Program, a student lunch consists of a 2 oz. serving of meat/meat alternate, two or more servings of fruit and/or vegetables, bread alternate, and milk. The published menus are also available online on our district website. A school hot lunch is available to all students. Price information is available at registration and by calling the school office. Application forms for free and reduced lunches are available at registration and in the office throughout the school year. This form must be filled out on a yearly basis.

Students will need to give lunch/milk money to their classroom teacher in the morning. Generally, students in grades kindergarten and first grades have extra milk breaks once a day which are not provided for under free or reduced lunch waivers. Students who bring cold lunch may purchase milk or bring juice/water. **Please do not send soft drinks to school with cold lunches.**

Parents/Guardians are welcome and encouraged to eat with their children at any time. Please notify the office in the morning if you plan to eat hot lunch at school. Grade-level lunch times are as follows:

- Kindergarten A: 10:45-11:15 a.m.
- Kindergarten B: 11-11:30 a.m.
- First grade A: 11:20-11:50 a.m.
- First grade B: 11:35-12:05 p.m.
- Second grade A: 12:00-12:30 p.m.
- Second grade B: 12:15-12:45 p.m.
- Third grade A: 12:35-1:05 p.m.
- Third grade B: 12:45-1:15 p.m.

MEDICATIONS

We prefer that medications be managed by the parent/guardian at home, if at all possible. If necessary, with proper documentation, prescription and non-prescription medications will be administered during the school hours. **District requires all prescribed oral medication (pills) be delivered by the parent to the school nurse.** Any prescription medication brought to the school must be brought to the nurse in the original container provided by the pharmacist. All the following pertinent information must be on the container: student's name, name of medication, dosage, time to be given, special instructions, date and name of physician. Doctor prescribed inhalers may be carried by a student if we have a written note from the doctor and parent on file in the school nurse. School personnel may give over-the-counter medications if parents/guardians give permission and the medications are sent to school in the container in which they were purchased, labeled with the student's name, name of medication, dosage, time to be given, and special instructions. It is the responsibility of the parents to ensure medications are safely delivered to the school nurse. Students are not to give or allow other students to use or consume their prescribed medication.

When a nurse is unable to determine the appropriateness, safety, possible side effects or toxic effects of a drug, the nurse may not administer the drug. This would include but not limited to natural remedies, essential oils and herbal supplements.

NON-CUSTODIAL PARENTS

Upon request, non-custodial parents of students may receive school bulletins, report cards, and other school communication. It is the responsibility of the non-custodial parent to contact the school to make requests for such items each year.

NURSE

A school nurse is employed by the Carlisle Community School District. It is the parent/guardian's responsibility to notify the school each year if your child has a serious health problem such as diabetes, epilepsy, heart problem, etc. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

The nurse is responsible for the maintenance of health records, vision screening, parental contacts concerning absences and/or health problems, care of minor injuries, and assistance in the teaching of health. The nurse is not responsible for medical diagnosis. The nurse also serves as a member of the staffing team for children with special concerns, and as a liaison person with medical personnel and community health agencies when appropriate.

PARENT/TEACHER ORGANIZATION (PTO)

The Carlisle School District is honored to work in conjunction with the Carlisle PTO. This dedicated, active parent organization is geared to preschool through fifth grades. Monthly meetings are scheduled and participation is encouraged. This organization provides many services and opportunities for our elementary students. For further information regarding PTO involvement and volunteer opportunities, please feel free to contact the elementary office.

PARTIES FOR HOLIDAYS AND BIRTHDAYS

Parties are typically held during the school day during the fall and again at Valentine's Day, or for other special occasions. Birthdays are also important for children, and we would like to give them the opportunity to commemorate the day, using a minimum of class time for this purpose. **Due to life-threatening allergies present in our student population, we ask that all treats brought to school be peanut-restricted and require all treats to be commercially prepared (allowing us to check the list of ingredients).** If a balloon or flower bouquet is delivered to school, it will be kept in the office until the end of the day. Delivery of such items to the classrooms is disruptive to the learning environment and a safety concern if transported on the bus. You are urged to deliver such items to the home address.

If you do not want your child to participate in holiday or birthday celebrations for personal or religious reasons, your desires will be honored. Please contact the classroom teacher to make individual arrangements.

PERSONAL ITEMS

Bringing personal items (including, but not limited to, iPods, trading cards, and electronic games) not related to the function of the school is prohibited for the following reasons:

1. Bringing these items may result in them being damaged – the school and its population are not responsible for damaged or lost items.
2. Bringing these items may be a disruption and interruption to the educational process.
3. Bringing these items may create social conflict among students, thus being a disruption to the educational process and the effective management of a classroom.
4. Bringing these items may interfere with the student's opportunity for social play and/or safety at recess times.

The exception would be if a class earned a PBIS party which included any of the above items.

PETS

Due to health and safety concerns, we do not allow pets of any kind to be brought to school. Photos are encouraged if a student wishes to share a family pet with his or her classmates. We would ask that pets not be on school grounds during arrival or dismissal times as well.

PICTURES

Individual student pictures are taken each fall. Detailed information about the prepaid packages will be sent home about one week in advance.

Pictures will also be taken each spring as a fundraiser for the elementary school. Purchase of the pictures is optional and available after viewing the picture package.

RECESS

Fresh air and exercise are important for growing boys and girls. Students do go outside regularly for recess, except during extremely inclement weather. Each grade level receives 35 minutes of recess each day (which is above the requirements of the Healthy Kids Act), in addition to regularly scheduled PE classes. Parents/guardians are asked to have their children dressed accordingly, including boots, hats, and gloves. For comfort and safety reasons, students not wearing boots or snow pants on snowy days will be restricted to playing on a cleared part of the hard surface playground. As weather can change rapidly, playground supervisors may also send individual students back into the building when the student lacks protective clothing.

We will not keep children in from recess unless they have a written note. Students are more ready to sit and pay attention to their lessons if they have had a chance to be physically active at recess and, at a minimum, receive some fresh air. **If a request is made for a student to remain indoors for more than two days, a doctor's note will be required.** Students who are requested to remain indoors may be sent to the office with a quiet activity or book.

Classroom teachers may restrict equipment that children bring to school to use at recess. Students are responsible for their equipment that they bring to school. In all cases, the school accepts no responsibility for lost or broken items and asks students to leave such personal items at home. Please do not send electronic game devices or other expensive items. We would prefer that students be physically active during recess times.

During recess, the students are supervised by classroom teachers and associates. They are to respect the playground and equipment rules. Students who do not abide by the rules may be asked to sit out for a period of time or be referred to the office for disciplinary action.

REPORT CARDS

Scheduled parent-teacher conferences are held during the first and second trimesters, and report cards are issued at the end of each trimester. Purposes of the parent-teacher conferences are for parents and teachers to share information about the child and for the teacher to report the student's school progress. Additional conferences may be arranged by either the teacher or parent, as desired.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student 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 Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL SAFETY

In our efforts to provide a safe environment for your children at school, all the entrance doors will be locked after school begins. Please use the 5th Street entrance when entering the building during the day for any reason and check in at the elementary office. **All visitors will be asked to produce a state-issued ID in order to complete the required background check before a visitor badge will be issued.**

SECTION 504 STUDENT AND PARENTAL RIGHTS

As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided to students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- inspection and review of your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records

is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

- a hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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 Dr. Brandon Eighmy and alternate Dr. Barb Niemeyer as its Level I investigators.

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 injury.

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.

SKATEBOARDING AND ROLLERBLADING

Skateboarding or rollerblading on school property is prohibited at all times.

STANDARDIZED TESTS

Students are given standardized tests annually and include, but are not limited to, IGDIs for preschool; aReading and aMath for grades K-3; the Iowa Assessment for grades 2 and 3; and CogAT for 3. These tests are used to determine academic progress and placement for individual students, for groups of students, for the school district and to comply with state and federal laws. Students are tested unless they are excused by the principal.

STUDENT BEHAVIOR AND SAFETY WHEN RIDING A BICYCLE

Students in kindergarten, first, and second grades are discouraged from riding their bikes to school. The final decision about riding a bike to school, however, rests with the parents/guardians. Bike riders are asked to park their bikes in the provided racks. The use of bike locks is encouraged. Students are to walk their bikes once on the school grounds, including the pedestrian cross walks. Continued abuse of bicycle safety rules at school could result in the denial of the privilege by school officials. Helmet use is strongly recommended, and the school will work with families to purchase needed safety equipment.

STUDENT BEHAVIOR AND SAFETY WHEN RIDING THE BUS

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct for further disciplinary action. No student will be allowed on an unassigned bus unless a parent note is provided to the office. The student will receive a permission slip from the office to give to the driver.

Video cameras are in use on all school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are in use.

Persons riding in school district vehicles shall adhere to the following rules:

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.

- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open the windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and respectfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats and out of the aisle.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of any food, drink, alcohol, tobacco or look-a-like substances is prohibited.

STUDENT BEHAVIOR AND SAFETY WHEN WALKING

All elementary students are to use the painted crosswalks to cross adjacent to the school grounds. Elementary students should also cross Highway 5 with the crossing guard. The City of Carlisle provides the crossing guard for the safety of the students. Parents/Guardians are advised that the guard is on duty during school days and also covers early dismissal times.

School rules apply before and after school when students are in the school area. Please do the following to help to ensure your child is safe when walking to and from school:

1. Plan the safest route to and from school. Be sure that your child understands that he/she must follow that plan.
2. Teach your child to cross streets at crosswalks and street corners.
3. Encourage your child to come directly home after school.
4. Teach your child never to talk to strangers or accept gifts or rides from strangers.
5. Teach your child to respect other people and property.

STUDENT ILLNESS OR INJURY AT SCHOOL

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency

medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is 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 ensuring 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 searches shall 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 a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact Jean Flaws, board secretary, in Central Offices.

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 receipt of the request.

Parents 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 believes are inaccurate or misleading.

Parents 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 of 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, the district will notify the parent 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 when notified of the right to a 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.

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, law enforcement unit personnel and certain volunteers); 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 serving on an official committee, such as a disciplinary or grievance committee or student assistance team, as 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.

4. The right to inform the school district the parent does not want directory information including name, address, and telephone number to be released. The objection needs to be renewed annually.
5. 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.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

TEACHER QUALIFICATIONS

Parents/guardians in the Carlisle Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, current licensing status of the teacher and baccalaureate/graduate certification/degree. You may also request the qualification of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program.

Parents/guardians may request this information from the Office of Human Resources by calling 989-5309 or sending a letter of request to the Office of Human Resources, 430 School Street, Carlisle, IA 50047.

TELEPHONE

The office telephone is for school business and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school. Parents/Guardians are asked to help students plan ahead for their after-school activities so that calls home are not requested. Student cell phones must remain in backpacks during school hours.

If an emergency arises, you may call the school office, 989-0339, and we will deliver a message to your child as soon as possible. Instruction will not be interrupted by calling your child to the phone unless deemed necessary by office personnel.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or previous threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

TRANSFER

You are asked to contact your child's teacher and the office if you are moving and your child will be attending another school. Records will be mailed directly from our office to the new school when the request is received.

USE OF SCHOOL DISTRICT FACILITIES

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored organizations for the purpose of meetings or activities. District patrons wishing to use the school district facilities should contact Vicki Born at the high school to reserve a room. School district policies, rules and regulations are in effect during these meetings and activities.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care may be eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

VISITORS

We invite you to frequently visit your child's classroom and to eat lunch with him/her. It is an opportunity for you to learn more about our educational programs. To provide the safest learning environment possible, all visitors are asked to report to the office upon entering the building. The secretary can then notify the classroom teacher of your arrival. Please use the 5th Street entrance when entering the building. **All visitors will be asked to produce a state-issued ID in order to complete the required background check before a visitor badge will be issued.** You will then be issued a visitor's badge which you will return when you check out at the conclusion of your visit.

Classroom visitations are usually more profitable after the third week of school in the fall to allow students a proper adjustment period. In order to make your visit a worthwhile experience, we request that you contact the teacher one day in advance, if possible. We encourage active parent participation in the classroom.

Please do not bring younger children for a classroom visit. They are often distracting to both you and the students. Children not enrolled at the elementary may not visit in the classrooms unless arrangements have been made with the building administration.

If you wish to have a conference with your child's teacher, please contact the teacher to arrange for a mutually convenient day and time.

Parents/Guardians needing to deliver a cold lunch, school supplies, or other items for a child are asked to leave such items at the office so as not to disrupt a class in session. Your child will be notified and will collect the items at an appropriate time.

VOLUNTEER PROGRAM

We welcome parents/guardians willing to give their time during the week to help individual students, work with small groups, or assist the teacher with projects. We will schedule times to your convenience. Consider volunteering by calling the office, contacting your child's homeroom teacher, or our Parent Teacher Organization. Volunteers are greatly appreciated by both the students and staff. Per Board policy and for the safety of our students, volunteers who work directly with students or supervise field trips will need to successfully complete background checks.

ELEMENTARY STAFF

Administration	Preschool Team
Barb Niemeyer, Principal	Caitlin Doeden
Cory Allison, Assistant Principal	Hayley Hudson
Secretarial Staff	Becca Rens
Rebecca Zirkelbach, Secretary	Marne Sievers
Chris Stickley, Receptionist	Kindergarten Team
Building Learning Coordinators	Stacey Dunn
Cami Calhoun and Leah Rolffs	Katelyn Mack
Counselor	Alexandra Peace
Alex Wright	Katie Renteria
Behavior Interventionist	Katie Schnoor
Matt Berryhill	Kellie Thayer
Nurse	Jeni Warwick
Cindy Moorman	1st Grade Team
Special Education	Allie Clark
Kathy Jennings	Sarah Flaws
Cory Koerselman	Erin Harms
Val McCaughey	Brittany Hedges
Avery Roane	Stephanie Ingle
Emily Serrano	Amanda Michael
Reading Interventionist	Shellie Pinter
Kristin Kapusinski	2nd Grade Team
Tricia Smith	Jamie Elkin
Math Interventionist	Whitney Frette
Amanda Stoner	Allison Hoversten
ELP	Alicia Koerselman
Jen Yates	Marty Mitchell
Specials	Suzanne Vandekamp
Denise Anderson/Rahmana Schooler, Art	3rd Grade Team
Dan Carver, Computer Science	Barbara Amfahr
Katie Freking, STEM	Ashley Bailey
Kris Hill/Lexus Thiessen, Music	Candy Bloyer
Julie Kruse/Patrick Stecker, PE/Wellness	Alicia Craig
Jenn Mavin, Media	Jim Gordon
Kindergarten Prep	Amber Kennedy
Tracie Keller	Micaela Moenck



ELEMENTARY (K-5)
STUDENT DISCIPLINE CODE & PROCEDURES

Philosophy for Discipline

Discipline in the Carlisle Community Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

Student Misconduct

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II are not inclusive. The student who commits an act of misconduct that occurs on school property, at a school-sponsored or school-related activity regardless of whether the event is on or off school property. May be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, dean of students, assistant principal, or principal. Carlisle CSD administration reserves the right to make final decisions regarding disciplinary consequences.

General Discipline Guidelines for Assessing Penalties

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension or alternate education placement, or expulsion may include but is not limited to:
 - a. Seriousness of offense
 - b. Student's age and intent or lack of intent at the time the student engaged in the conduct
 - c. Student's disciplinary history

- d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences
 - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
 - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, Carlisle CSD transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or constitutes a finding that the student has engaged in serious misbehavior.

Definitions

1. **Expulsion:** The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion will not exceed two academic semesters.
2. **In Lieu of Expulsion / AEP (Alternate Educational Placement):** Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion.
3. **Persistent:** More than one instance of similar type misconduct.
4. **Possession:** Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
5. **Under the Influence:** Has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student, also it includes being impaired by reason of the abuse of any material as a stimulant.
6. **Serious Offenses:** Substantial disruption or material interference with the orderly process in the classroom or school building.

Levels of Offense/Overview

Acts of misconduct are categorized into the following three levels of offense:

Level I — Violation of Classroom Rules:

Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II — Administrative Intervention:

Offenses that are more serious in nature or a continuance of Level I misconduct. Offenses that seriously disrupt the educational process in the classroom, in the school, or at school related activities. A finding that a student has engaged in a Level II offense may result in student suspension.

General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement, or who wish to appeal an expulsion, should refer to the section of the *Code* relating to procedures for appropriate guidance.

Rights and Responsibilities in Discipline

Parents/Guardians

Have a responsibility to:

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

Have a right to:

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

Students**Have a responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Do homework.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

Have a right to:

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

Schools**Have a responsibility to:**

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer the discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

Have a right to:

1. Take the necessary steps to ensure a safe, orderly and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

Anti-Bullying/Harassment Procedures

Nondiscrimination: No student in the Carlisle Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment and Bullying Prohibited: Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

Harassment and Bullying Defined: Any communication toward a student including electronic (such as e-mails or text messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- 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 or benefit from the District services, activities, or privileges.

Examples of prohibited behavior may include but are not limited to the following:

- repeated remarks of a demeaning nature;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment Defined: The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

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.

Complaint Procedures: An individual who believes that the individual has been harassed or bullied will notify their school administrator or the District designated investigator, Brandon Eighmy. The alternate investigator is Barb Niemeyer. The school administrator or district investigator may request that the individual complete the District's Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The school administrator or district level investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedures: The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. The school administrator or district level investigator may also interview witnesses as deemed appropriate. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation.

Resolution of the Complaint: A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes bullying and/or harassment. The school administrator or district investigator will maintain an investigation log and log information necessary to comply with Iowa Department of Education reporting procedures.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

No Retaliation: No person shall retaliate against a student or other person because the student or other person has filed a bullying or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

Corrective Action: The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures, which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of these procedures.

Notification: Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's Web site, and shall be published in any manner as deemed appropriate.

Training: The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of these procedures and education programs and shall make reports as required.

Other Agencies: Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information:

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

Signature: _____

Date: _____

Levels of Student Misconduct and Intervention Options

Level I: Violation of Classroom Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include but Are Not Limited to:

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class
4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior**
8. **Failure to protect or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class

Intervention Options/Responses:

- Verbal correction
- Teacher-student conference
- In-class time-out
- Out-of-room time-out
- Parent contact: confirm contact has been made with parent via conference/phone call/e-mail
- Student-counselor conference
- Detention (maintained by teacher)(recess, before school, after school)
- Other appropriate in-class disciplinary actions

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.

2. A record of the offenses and disciplinary actions recorded in Infinite Campus by the teacher.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.
5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

Level II: Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II misconduct will complete a discipline/referral for the principal or other appropriate administrator. The principal or appropriate administrator will forward report to the parent or guardian (conference/phone call preferred mode of contact.)

Level II Acts of Misconduct May Include but Are Not Limited to:

1. **Repeated Level I violations**
2. **Failure to follow school policy on operation of electronic devices** (final determination of the limits made at the individual campus level)
3. **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
4. **Physical contact** intended to result in bodily injury
5. **Profanity**, vulgar language, or obscene gestures
6. **Forgery** — changing school records or documents or signing a parent's name on school documents
7. **Leaving without permission** including classroom or school grounds
8. **Unexcused absences** including cutting class
9. **Cafeteria disturbance**
10. **Loitering** in unauthorized areas
11. **Inappropriate display of affection**
12. **Bullying, intimidation**, which includes any communication toward a student including electronic (such as e-mails, texting, or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.
13. **Harassment**. Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted

sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.

14. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
15. **Stealing/theft** of property in an amount under \$500
16. **Gambling**
17. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
18. **Possessing alcohol or a controlled substance or drug paraphernalia**
19. **Under the influence of alcohol or a controlled substance**
20. **Possession of matches or other flammable materials**
21. **Smoking/Tobacco** — using, or possessing tobacco or tobacco products
22. **Weapons/Ammunition possession*** including but not limited to:
 - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut
 - b. fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
 - c. live ammunition or bullets
 - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
 - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
23. **Posting or distributing unauthorized materials** on school grounds
24. **Violation of the District's Acceptable Use policy**
25. **Sending or forwarding inappropriate e-mail**, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that results in a disruption to the educational environment
26. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
27. **Disruptive behavior** on a school bus or at a school bus stop
28. **Refusal to comply with a school's dress code policy**
29. **False report against a staff member** knowingly made and which is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
30. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
31. **Other acts interfering with the orderly educational process** in the classroom or the school.

32. **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.
33. **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
34. **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
35. **Possession with intent to distribute.** Possession of a specified amount of a controlled substance as identified in Iowa Code Chapter 124. The District shall rely on the School Resource Officers or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.
36. **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
37. **Assault of Staff Member resulting in bodily injury.** Engaging in an assault as defined under Level III.
38. **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.

Intervention Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or in-school suspension
- Exclusion from extracurricular activities, such as field trips
- "Behavior" or "conduct" plans/contracts
- Any other appropriate disciplinary actions determined by the administration
- Suspension of transportation privileges
- Out-of-School suspension:
 - a. **Level I Suspension**
 1. Description — Suspension from school for the remainder of the school day.
 2. Conditions: Student's behavior constitutes a breach of the District Discipline Code, and in-school procedures have failed to remediate the problem or seem inadequate to resolve the problem, and the behavior

does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.

b. Level II Suspension

1. Description — Suspension from school for one or more days, but not to exceed three (3) school days.
2. Conditions: Level I suspension(s) have been utilized in the past, and/or the student's behavior is so disruptive to the school's purpose that a Level I suspension is not appropriate, and the behavior does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.

NOTE: Level I and II suspensions should be used except in more extreme cases.

c. Level III Suspension

1. Description — Suspension from school for three days not to exceed five days.
2. Conditions: The student's behavior represents a chronic and/or severe breach of discipline, which has not been remediated through use of Level I or II suspension, and/or the student's behavior has caused a major disruption of the educational setting, posed a serious physical threat to his/her or others' safety and/or the student's behavior may be severe enough to cause building staff and/or parents to review the appropriateness of the student's current educational placement/program.

SPECIAL NOTE: This suspension level is the last option and is reserved for the student who is a persistent violator of the District Discipline Code or when the appropriateness of his/her educational program is in question.

Procedures:

1. A record of the offenses and disciplinary actions recorded in Infinite Campus by the teacher and or administrator.
2. Administrator meets with parents/guardian to discuss the misbehavior and appropriate action.
3. Oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. A record of the offenses and disciplinary actions recorded in Infinite Campus.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response.
7. A Level II appeal may be made to the superintendent, appeal must be in writing. Parent/Guardian will receive decision of superintendent within three business days of receiving the appeal. The decision of the superintendent is final regarding Level II.



Carlisle CSD Attendance Procedures

STUDENT ATTENDANCE

School attendance matters, a missed school day is a lost opportunity for students to learn. Students who attend school regularly have shown to achieve at higher levels than students who do not have regular attendance. Any absence, whether excused or not, denies students the opportunity to learn in accordance with the school's instructional program

SCHOOL ATTENDANCE MONITORING

School attendance teams will review student attendance reports on a 4-week cycle. Administrators may review individual student attendance reports during the 4-week cycles.

STUDENT ILLNESS

Student who is absent for three or more consecutive days for illness may be required to turn in a doctor's note to school administration. A doctor's note will also be required for students absent more than 15 cumulative days during the school year. Lack of a doctor's notice upon request may result in the absence classified as unexcused.

EXCUSED ABSENCES (Board Policy 501.9)

Student absences approved by the administration shall be excused absences. Absences are considered excused if parent notification has been received by the school. Other absences that are considered excused are listed, but are not limited to: in-school suspensions, court appearances, authorized religious holidays, and school-sponsored or approved activities.

UNEXCUSED ABSENCES (Board Policy 501.10)

Absences, including tardiness, which are not approved by the administration, and do not have parent notification may be classified as unexcused absences. Unexcused absences are absences that could have been avoided.

CONFIRMED COMMUNICATION

Verified contact with parent/guardian. The school administrator and or designee has documentation of date, type of communication (phone, email, certified mail, meeting) that parent received and responded to communication.

STATE OF IOWA LAW

In accordance with Iowa Compulsory Education Law (H.F. 455, Iowa Code – Chapter 299) the Carlisle Community School District requires regular attendance of all students between the ages of 6 and 16. Pursuant to this, Carlisle Community School District may refer a student to the Warren County Attorney if the student's absences become excessive; legal action upon both the student and parent/guardian is possible following such a referral.

LEVELS OF STUDENT ATTENDANCE AND INTERVENTION OPTIONS

Total student absences (excused and unexcused) are considered when determining intervention options.

LEVEL ONE: BELOW 90% ATTENDANCE RATE (4 Week Checks)

The parent/guardian will be notified via confirmed communication (mail, phone, email) of the dates of absences. This will help remind the student and parent/guardian of the days they have accumulated to date.

LEVEL TWO: CONTINUED ABSENCES BEYOND THE LEVEL ONE NOTICE

The parent/guardian will be notified via confirmed communication (mail, phone, email) of the dates of absences. A meeting with the student and parent/guardian will be scheduled to discuss student's attendance. School administration will contact parent/guardian to schedule meeting.

The school attendance team will review the student's absenteeism to develop an attendance plan. School administration may issue an attendance contract to be signed by the student, parent/guardian, and school administration.

LEVEL THREE: CONTINUED ABSENTEEISM BEYOND LEVEL TWO NOTIFICATION AND VIOLATION OF ATTENDANCE CONTRACT.

The parent/guardian will be notified via confirmed communication (mail, phone, email) of the dates of absences. A meeting with the student and parent/guardian will be scheduled to discuss student's attendance. School administration will contact parent/guardian to schedule meeting.

The school attendance team will review attendance contract to determine interventions. Attendance contract will be signed by the student, parent/guardian, and school administration.

LEVEL FOUR: CONTINUED ABSENTEEISM BEYOND LEVEL THREE MEETING AND CONTINUED VIOLATION OF ATTENDANCE CONTRACT.

The parent/guardian will be notified via confirmed communication (mail, phone, email) of the district's next steps that may include the start of the referral process to the Warren/Polk County Attorney's Office requesting court mediation regarding excessive absenteeism.