



CAM COUGARS

Dear CAM Elementary School Parents:

It is a pleasure to welcome you to the CAM Elementary Schools and the 2018-2019 school year. The CAM Staff is excited about the opportunity to partner with you in our efforts to provide the best education possible for our students. We encourage you to become a part of the education process and look forward to establishing a link between school, home, and community.

The Information provided in the handbook is to help you to better understand our expectations, rules, policies, and procedures. It is critical for schools, families, and the community to work together in the education of our students.

Please contact the office(s) should you have any questions or concerns.

CAM North Elementary-712-762-3343

CAM South Elementary-712-779-2211

Larry Hunt
CAM PK-8 Principal

Brian Fogleman
CAM PK-5 Principal

FORWARD

The purpose of the CAM Elementary Handbook is to help the parents and children understand many of the basic day-to-day routines. It is also hoped the handbook will provide general information to help new children feel very comfortable in our school system.

The handbook has been written to follow the policies of the CAM Board of Education.

It is hoped each parent and student will read through the Elementary Handbook to continue to provide a good working relationship between the school, parents, and children. Working together to achieve the best education possible for the students is our common goal.

SCHOOL SAFETY

In an attempt to make the CAM School District a safe environment for students and staff all doors will be locked at 8:45 a.m. All visitors must report to the main door of each building. Buildings are equipped with cameras and intercom to request admittance to the building from the office personnel. All buildings have security cameras in hallways.

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CAM NORTH ELEMENTARY SCHOOL STAFF 2018-2019

Administration:

Superintendent
PK-5 Principal (CAM North)

Dr. Casey Berlau
Mr. Brian Fogleman

Teaching Staff:

Preschool
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Resource
Resource
K-5 School Counselor
Title I Reading & Math/Grants
TAG
Physical Education
Vocal Music
Band
Art
Technology Coordinator
School Nurse

Mrs. Shannon Paup
Mrs. Lori Clay
Mrs. Rebecca Peach
Mrs. Anne Seufert
Miss Rachel Hill
Mrs. Michelle Stokley
Mrs. Courtney Sargent
Miss Cathy Prime
Ms. Terri Clinton-Reinke
Mrs. Beth Rondeau
Mrs. Kay Stork
Mr. Barry Bower
Mrs. Jennifer Weisenborn
Miss Jody Rudolph
Mr. Tyler West
Mrs. Tara Knapp
Mr. Jim Casey
Mrs. Michelle Williams

Support Staff:

Elementary Administrative Secretary
Elementary Librarian/Paraeducator/Student Council
Head Custodian
Elementary Custodian
Elementary Cook
Elementary Cook
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator

Mrs. Kay Hansen
Mrs. Lana' Wessling
Mr. Jack Boes
Mr. Rusty Williamson
Mrs. Shawna Bohnsack
Mrs. Abby Crawley
Mrs. Alvina Thelen
Mrs. Jody Schuler
Mrs. Ashley Bauer
Mrs. Vanessa Hoover
Mrs. Kathy Claussen
Mrs. Andi Kinzie
Mr. Ethan Wessling
Mrs. KC Calhoun
Mrs. Leah Weitz

CAM SOUTH ELEMENTARY SCHOOL STAFF 2018-2019

Administration:

Superintendent
PK-8 Principal

Dr. Casey Berlau
Mr. Larry Hunt

Teaching Staff:

Preschool
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Resource
Title I
K-12 Tag
Physical Education
Vocal Music
Band
Art
K-5 School Counselor
Technology Coordinator

Mrs. Lora Blomme
Ms Julie Green
Mrs. Tasia Scott
Mrs. Brittany Karwal
Mrs. Peg Wheatley
Ms Jenna Maiers
Mrs. Staci Venteicher
Mrs. Haley Gethmann
Mr. Jordan Aggen
Mr. Barry Bower
Mrs. Zeli Rasmussen
Ms Jody Rudolph
Mr. Tyler West
Mrs. Tara Knapp
Mrs. Beth Rondeau
Mr. Jim Casey

Support Staff:

Elementary Administrative Secretary
Elementary Library
Building and Grounds
Elementary Custodian
Elementary Custodian
Elementary Cook
Elementary Cook
Elementary Cook
Paraeducator
Paraeducator
Paraeducator
Paraeducator

Mrs. Cheri Chester
Mrs. Shana Platt
Mr. Jack Boes
Mrs. Julie Williams
Mrs. Cherylene Jakobs
Mrs. Sheila Symonds
Mrs. Bridget Clayton
Mrs. Sadie Frederiksen
Mrs. TJ Venteicher
Mrs. Pat Becker
Mrs. Leslie James
Mrs. Laura Hapes

CAM SCHOOLS SUPPLIES LIST



2017-2018



CAM NORTH & SOUTH 4-YEAR-OLD PRESCHOOLS -

CAM North Preschool - 1 regular sized backpack (Only one item needed)

CAM South Preschool - 1 regular sized backpack, 1 foldable & washable rest mat, 1 empty Pringles can, 5 small glue sticks (purple, not clear), 2 large containers of Clorox wipes, 1-1 inch plastic 3 ring binder, 1 standard sized clipboard (plain, plastic or wooden, no storage), 1 package of Fine point (NOT ultra fine) EXPO dry erase markers (any colors), 1 box of gallon sized Ziploc baggies, 1 pack Crayola washable markers

CAM NORTH & SOUTH KINDERGARTENS -

2 large boxes of tissues, 2 boxes of 8 count regular size crayons, 3 glue sticks, 1 scissors-blunt point, 1 clipboard-labeled, 12 regular sized pencils, 1 pencil box-plastic (5" x 8")-labeled, 1 box wide tip washable markers, 2 take home folders, 1 container of disinfectant wipes, 1 foldable rest mat, blanket, etc. (WASHABLE), 1 regular sized backpack, 1-6 pack of (THIN) dry erase markers, 1 pair of headphones-labeled (no ear buds, please)

CAM NORTH & SOUTH FIRST GRADES -

1 pair of scissors (Fiskars), 1 spiral wide-lined notebook, 1 box of no more than 24 crayons, 1 large box of tissues, 1 box of #2 pencils, 2 large erasers, 6 glue sticks, 1 disinfectant wipes (last name A-M), 1 box baggies (last name N-Z), 1 set of headphones-labeled, 1 classic color markers (10 pack), 1 pencil box, 3 pocket folders, 2 dry erase markers, 1-1 inch 3 ring binder, 2 highlighters

CAM NORTH & SOUTH SECOND GRADES -

#2 pencils, 1-3 pack of sticky notes, pink erasers, black pens, 1 box crayons (8 colors), 1 box of markers (8 colors), 1 box colored pencils (12 colors), 1 book bag, 1 pencil box, 1 pair of scissors, 2 packs of glue sticks, 5 pocket folders, 1-12 inch ruler (inches & metric), 1 box of 8 dry erase markers (fine tip), 3 wide-lined notebooks, 2 disinfectant wipes, 2 large boxes of tissues, 1 box of Ziploc baggies (any size), headphones (no ear buds), NO PENCIL SHARPENERS

CAM NORTH & SOUTH THIRD GRADES -

#2 pencils, 2 large erasers, 2 red checking pens, 2 dry erase markers, 1 school supply box, glue or glue sticks, 1-12 inch ruler (inches & metric), crayons, colored pencils, pointed scissors, 2 pocket folders (at least 1 with prongs), 2 spiral notebooks (70 page, wide-lined only), wide-lined loose leaf paper, 2 large boxes of tissues, multiplication flash cards, disinfectant wipes, headphones or earbuds for computer, 1-1 inch 3 ring binder, 1 set tabbed dividers for 3 ring binder, 1 composition notebook, 1 bottle of hand sanitizer (CAM North)

CAM NORTH & SOUTH FOURTH GRADES -

3 red checking pens, 1 box of colored pencils, 1 pack of highlighters, 1 ruler (inches & metric), 1 pair of pointed scissors, 3 glue sticks, 2 composition notebooks, 3 spiral notebooks, #2 pencils, erasers, 1 expanding folder (7 subject size), bookbag, 1 container disinfectant wipes, 2 dry erase markers, 1 ream loose leaf paper, 1 pocket folder, earbuds or headphones for computer, 1 school supply box/pencil case, 2 boxes of tissues, 1 clean old sock, 1-1/2 inch 3 ring binder. NO TRAPPER KEEPER

CAM NORTH & SOUTH FIFTH GRADES -

3 red checking pens, 2 boxes of tissues, highlighters, ruler (inches & metric), scissors, colored pencils, pencils, erasers, 2 spiral notebooks, 3 pocket folders, ear buds or headphones for laptop, 1 book bag, 2 composition notebooks, binder, note cards, disinfectant wipes, whiteboard markers-(CAM North only)

CAM MIDDLE SCHOOL

SIXTH GRADE - composition book, plenty of #2 pencils/pens/one red pen/erasers, some sort of organizer (example: trapper keeper, folders, expandable file folders), ear buds/headphones, 1 highlighter, 1 notebook for science, multiple notebooks for each class, note cards, 1 1/2"-3 ring binder, 5 tab page dividers, deodorant (P.E. locker), homeroom-2 boxes of tissues
SEVENTH & EIGHTH GRADES - composition book, plenty of #2 pencils/pens/one red pen/erasers, some sort of organizer (example: trapper keeper, folders, expandable file folders), ear buds/headphones, 1 highlighter, 1 notebook for science, multiple notebooks for each class, note cards, deodorant (P.E. locker), homeroom-2 boxes of tissues, markers, package of #2 pencils, glue sticks

2018-2019

First Semester	82
Second Semester	97
TOTAL DAYS	179

Days in Classroom	177
Conferences	2
Professional Dev.	7
Paid Holidays	4
Teacher Contract Days	190

CAM ELEMENTARY SCHOOL PHILOSOPHY

It is the general philosophy of the CAM School to meet the needs, interests, and abilities of each student enrolled in our school. Students will be given opportunities to plan and execute their work through the careful guidance of the staff. We believe the staff should guide them and provide them with training and experiences that will make them a well adjusted, productive member of society. This technique stresses the importance of helping students to become self-sufficient in being able to recognize problems, to learn how and where to find information concerning them, and to establish the habits and attitudes, which will make possible the solution of each problem.

The school will strive to provide the best possible education for each individual student. Having a positive attitude and developing a good self-concept is highly desirable. By identifying individual capabilities and expanding on them, students will become successful.

It is highly desirable that each student work toward the goal of self-discipline. It is also desired that each student recognize and appreciate individual differences. We would expect our students to understand, to respect, and to accept the need for authority in society and the group.

In summary, we would hope the students would have a pride in and appreciation for, gaining an education in our school system.

CAM COMMUNITY SCHOOL DISTRICT MISSION

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be lifelong learners and responsible citizens in an ever changing society.”

CAM STUDENT LEARNING GOALS

- 1. Each student of the CAM Community School District will demonstrate improved proficiency in reading comprehension.**
- 2. Students of the CAM Community School District will demonstrate skills in science necessary to enter into individual student’s career pathway.**
- 3. Each student of the CAM Community School District will develop skills necessary to be a respectful, responsible, contributing citizen of his or her community.**
- 4. Each student of the CAM Community School District will become more proficient in 21st Century Skills necessary for success in his or her tomorrow’s world.**

ATTENDANCE

Regular attendance is very important for children to gain all the knowledge possible at school.

Absence and tardiness are to be avoided whenever possible. When they are necessary, please notify the teacher ahead of time, call the school the morning of the absence or tardiness, or write a note to the teacher when the student returns to class. If students are absent or tardy, and no prior word has been given, the school will generally check on the students' whereabouts. Your call can help us a great deal.

If an emergency arises that will require the student to be out of school, please make arrangements for the student's schooling by contacting the teacher.

If a student is not in school between 8:20 and 9:00 a.m., they will be counted as tardy. If a student is absent yet at 9:00 a.m., they will be counted absent for $\frac{1}{2}$ day. Students will be charged a half day absence if they leave before 2:45 p.m.

LEAVING THE SCHOOL

Anytime a student is to be picked up by someone other than the parents or go to another person's house, a note must be written to the teacher. We can't allow students to leave the school with unauthorized persons. If your child is to go to another person's house to stay or for a club or group meeting, the teacher needs to be informed.

BAD WEATHER

In case of bad weather, radio stations KJAN, KMA, and KSOM will announce the school closing. Parents will also have the opportunity to sign up for JMC notifications for cancellations and notifications.

If the weather gets bad during the school day, the radio station will be notified and JMC Notification call will be made. If special arrangements are necessary for your child, just send a general note in October or November and we can follow the instructions. It is very difficult to use the phone during these situations, so let us know ahead of time.

SICKNESS and EMERGENCY ILLNESS

If students become sick at school, the parents will be contacted. If the parents are unavailable, the emergency number will be called to gain information. (Please be sure your emergency contact is updated, if necessary, and be sure the emergency party knows he/she may be contacted.)

If a student is injured at school, the parents will be notified. If the parents are unavailable, the emergency number will be called. If emergency medical attention is needed, the student will be transported to the proper medical facility to gain care.

RECESS and PLAYGROUND

Students are expected to participate in recesses. Ten to fifteen minutes of fresh air will invigorate most students when properly dressed. Classroom teachers and paraeducators are responsible for recess duty; therefore, they are often not available in their room. If the weather is too inclement to go out, the recess will be held in the gym or in the room. Adult supervision will be provided for each of these recesses. The school will not supervise students playing on the playground at other times. No one will be allowed to play on the playground without supervision during the 8:00-3:30 school day.

Rules for safe play:

1. No fighting, wrestling or roughhousing.
2. No tackle football or related body contact games.
3. No throwing of snow any place on the playground.
4. Children should wear boots and other protective garments during inclement weather or they will not be allowed to play in the snow.
5. Skateboards and skates are treated the same as bicycles.
6. Personal items that might be damaged or lost should not be on the playground and are the responsibility of the students.
7. Students are to sit down when swinging and using the slides.
8. Students shouldn't be on top of equipment, such as; parallel ladder, tunnel, slide, swings, etc.

Students must obey the adult supervisor. If balls or other equipment go off the playground, students must ask for and get permission before going after it.

If the rules are not followed, students can lose playground privileges and be stood by the building/teacher until ready to follow the rules and play safely. Students may also need to stay under their teacher's supervision if they continually don't play safe.

DISCIPLINE POLICY

Students are expected to conduct themselves within the established rules and accept the responsibility for their behaviors within their individual abilities.

Violation of school rules can result in students receiving a detention and being detained at school until 4:00. Parents will be responsible for transportation home.

Displays of violent, destructive, or serious disruptive behavior can result in:

1. Removal from class*
2. Detention*
3. Suspension or expulsion*

*Parents will be notified

Repeated violators can be detained up to an hour after school or Saturday detention. Repeated violations can require a parent conference or a parent, superintendent, and principal conference.

COMMUNICABLE DISEASES

Students with contagious disease are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry, if so designated by the building principal or by the superintendent.

Students may be checked for head lice from time to time to control this contagious disease.

Students who have been sent home because of a fever or vomiting should be free of symptoms for 24 hours prior to returning to school.

**RULES AND REGULATIONS HAVE THE IOWA STATE DEPARTMENT OF HEALTH PERTAINING TO THE CONTROL OF
COMMUNICABLE DISEASES IN SCHOOL**

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>SYMPTOMS</u>	<u>MINIMUM ISOLATION</u>
Chicken Pox	13-17 Days	Mild symptoms & fever, pocks blistery, have scabs	7 days from onset of pocks
Conjunctivitis	Undetermined		Return when under Dr's. care
Head Lice (Pediculosis)	7 days for eggs to hatch	Lice & nits (eggs) in hair	Please Treat until lice and nits gone
Measles (Red) (Rubeola)	10 days to fever 13-15 to rash	Begins like cold, fever, blotchy red rash	Until rash is gone
Impetigo	4-10 Days	Inflamed sores, with pus	Return when under Drs. treatment
Measles (German) (Rubella)	14-21 Days	Usually mild, enlarged glands in neck & behind ears, brief rash	Until rash is gone. Keep away from pregnant women
Mumps	12-26 Days	Fever, swelling & tenderness of glands at angle of jaw	Until swelling is gone (Approx. 9 days)
Ringworm	10-14 Days	Scaly patch, usually ring shaped on scalp	Return when under Drs. treatment
Scabies	3 days-3 weeks	Tiny burrows in skin caused by mites	Return when under Drs. treatment
Scarlet Fever	1-3 Days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face)	Until rash is gone, 24 hours after antibiotics
Whooping Cough	7-10 Days	Head cold, slight fever, cough characteristic whoop after about 2 weeks	Until readmitted by Dr.
Polimyelitis	7-12 Days	Fever, vomiting, headache, stiff neck	Until readmitted by Dr.
Meningitis (meningococcus)	2-10 Days	Headache, nausea, pain in back, stiff neck, fever	Until readmitted by Dr.
Small Pox	7-16 Days	Headache, fever, backache, blister like outbreak	Until readmitted by Dr.
Diphtheria	2-5 Days	Sore throat, greyish membrane in throat (a serious illness)	Until readmitted by Dr.
Infectious Hepatitis	Variable 15-20 (avg. 25 days)	Headache, abdominal pains, nausea, vomiting. Usually fever, skin & eyes may or may not turn yellow	Until readmitted by Dr.

STUDENT APPEARANCE

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

Students must have tennis shoes for days they participate in physical Education classes. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students inappropriately dressed are required to change their clothing.

MEDICATION

When a child is to receive medication during school hours, parental permission forms are necessary stating drug, dosage and exact times it is to be given the student. When prescription medication is required, proper forms need to be completed by the doctor, in addition to the parental permission form. The doctor form, or the original prescription container, needs to give student name, date prescribed, drug name, dosage, interval dosage, and date after which no administration should be given, the prescribing physician's name, any special storage procedures, and a description of any anticipated reactions. These forms can be obtained in the principal's office. In both instances, medication is to come to school in the original container.

MEDICATION FORM

Code No. 507.2E2

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PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Student's Name (Last), (First), (Middle) / / / /
 Birthday School Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student's name, name of the medication, directions for use, and date.
- Authorization is renewed annually and immediately when the parent notifies the school that changes are necessary.

<u>Medication/Health Care</u>	<u>Dosage</u>	<u>Route</u>	<u>Time at School</u>

Administration instructions

Special Directives, Signs to Observe and Side Effects

Discontinue/Re-Evaluate/Follow-up Date

Prescriber's Signature

Date _____

Prescriber's Address

Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, - instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided to the Family Education Rights and Privacy Act (FERPA). I agree to coordinate and work with school personnel and prescriber when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF PRESCRIPTION MEDICATION TO STUDENTS

Parent's Signature

_____/_____/_____
Date

Parent's Address

Home Phone

Additional Information

Business Phone

Authorization Form

STUDENT LUNCH

Students have the opportunity to participate in the hot lunch program each day. Information to receive free or reduced lunch can be obtained at the principal's or superintendent's office.

Students will each have a computerized food account. Money will be subtracted from the account for each meal, seconds or break milk. If an account is overdrawn, a notice will be sent home once a week. Students need to keep their lunch payments up-to-date, otherwise, seconds and milk break privileges will not be allowed. **If a student's account reaches a negative of \$50.00, they will not be allowed to eat hot lunch until there is funding in their account. Milk accounts will not be allowed to exceed a negative of \$5.00.**

STUDENT INSURANCE

A student insurance medical policy is offered by the school for any family interested in the program. More information can be obtained at the principal's or superintendent's office. The insurance may be purchased for school time coverage or 24-hour coverage. In addition, dental insurance may be purchased for accidental injuries.

TRANSPORTATION

Rural students will be provided bus transportation. The time the bus will pick them up will be available at the annual registration. Students living in the community will be provided transportation at designated bus stops. These bus stops will be designated according to the school population needs.

Any students using the school transportation are to follow the rules and regulations or this privilege may be revoked.

Video cameras will be used on most school buses for the safety of the students. The contents of the videotapes can be used to discipline students.

Please do not drop students off at the elementary buildings until 8:00 a.m.

FIELD TRIPS

Field trips are planned as an extension of the regular classroom. If a field trip is to be taken, each student will be informed. A Written permission form will be requested at the annual registration. This form is necessary for the children to take field trips outside the school district. Students and parents will be notified of specific dates and times for each trip. Parents may be asked to assist in the supervision of the students.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

TELEPHONE

Students are allowed to use the telephone in emergencies after receiving permission from their teacher or secretary. We also feel prior planning will avoid many student considered emergencies. We recognize parents are busy and don't have time to run to the school with items the students have forgotten. Sometimes a quick checklist for the student of books, shoes, musical instrument, etc., posted near the door, can help jog the memory and avoid unnecessary stress.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

Parents will be informed when human growth and development curriculum is to be used in the classroom. If the parent objects to this exposure, the child may be excused by the principal from the class while the information is being disseminated.

CELL PHONES

Cell phones will be turned into office at the beginning of each day. Phones will be turned off and can be picked up by the students at the end of each day. If parents need to contact students, please call the Elementary office phone numbers;

CAM North- 712-762-3343
CAM South- 712-779-2211

BICYCLES

Students are allowed to ride their bicycles to school. A bicycle rack is provided for the bicycles. The students are to park their bicycle in the rack immediately when arriving at school and leave them until dismissal time at 3:27.

SCHOOL RULES

As a general statement, behavior that keeps others from learning, the teacher from teaching, or threatens the safety of others will not be tolerated.

The school rules are designed to provide an atmosphere for learning. Respect of others and proper use of school property are part of that atmosphere.

The expectancies we have of our students are:

1. Students are to be polite and respectful of adults and fellow students.
2. Students are to play in a safe manner so harm will not come to them or others.
3. Students are to use school property properly.
4. Students are to use proper language both in and out of school.
5. Students are not to chew gum in school unless authorized by the teacher for a special occasion.
6. Students are not to have knives, matches, lighters, cigarettes, drugs, alcohol, or other potentially harmful materials at school.
7. A student bringing a gun to school will require parent intervention with possible suspension or expulsion.
8. Playground supervision will change so students are to follow the rules of safe play and obey the supervisor.
9. Areas of play will be changed to give students a wide variety of activity. Students need to make these adjustments.
10. Students are to remain on the school grounds at all times.
11. Students are expected to dress properly. (Bringing a jacket can be much wiser than wishing you had one.)
12. Students are expected to walk while in the building.
13. Students are expected to have their hats off in the building.
14. Students are expected to stay in line while passing from one room to another.

STUDENT CONDUCT and the COUGAR TRAITS

The students attending CAM schools are expected to follow the four Cougar Traits: Respect, Responsibility, Citizenship, and Caring.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes any behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of others students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

COUGAR TRAITS								
	Classroom	Hallway	Restroom	Gym/ Locker room	Lunchroom	Bus	Music Events	Sporting Events
Respect	<ul style="list-style-type: none">*Raise your hand*Don't interrupt*Keep hands and feet to self	<ul style="list-style-type: none">*Respect school property*Keep hands and feet to self	<ul style="list-style-type: none">*Keep water in sink*Put towels in garbage*Keep hands and feet to self	<ul style="list-style-type: none">*Respect others property*Use equipment in manner for which it is intended*Keep hands and feet to self	<ul style="list-style-type: none">*Use table manners*Respect others' personal space*Keep hands and feet to self	<ul style="list-style-type: none">*Follow directions given by bus drivers*Use appropriate language	<ul style="list-style-type: none">*Stay in seats during any musical performance.*Please take disruptive children to the hallway ASAP	<ul style="list-style-type: none">*Stand and remove hats during National Anthem*If possible, avoid walking on court or mat
Responsibility	<ul style="list-style-type: none">*Be there, be ready*Work completed and present	<ul style="list-style-type: none">*Walk*Keep to the right	<ul style="list-style-type: none">*Wash hands*Flush after use*Return to class promptly	<ul style="list-style-type: none">*Bring and wear appropriate clothes and footwear*Keep belongings in appropriate place	<ul style="list-style-type: none">*Walk to the lunch line*Don't budge in line*Clean up after yourself*Empty trays*Put chairs back in place	<ul style="list-style-type: none">*Arrive on time*Stay in seat appropriately, facing forward	<ul style="list-style-type: none">*Stay for the entire concert.Out of respect for all the musicians who prepare for the musical event, your support is necessary	<ul style="list-style-type: none">*Move to and from seat during dead ball and between matches*Don't sit in the front row during sporting events in the gym
Caring	<ul style="list-style-type: none">*Respect others and their property*Treat others as you would like to be treated*Clean up after yourself	<ul style="list-style-type: none">*Use quiet voices*Be courteous of others' needs	<ul style="list-style-type: none">*Keep area clean*Report problem behavior to adults	<ul style="list-style-type: none">*Allow everyone to participate*Don't harass, taunt, tease, mock or physically injure others	<ul style="list-style-type: none">*Use quiet voices and appropriate language*Use "please" and "thank you"	<ul style="list-style-type: none">*Use quiet voices*Don't harass, taunt, tease, mock, spit, or physically injure others*Do not vandalize bus	<ul style="list-style-type: none">*Express your appreciation appropriately (clapping) at the correct time (after the musical selection)	<ul style="list-style-type: none">*Help others to seats*Sit and stand when appropriate*Cheer for other's efforts, do not boo or criticize*Be courteous to others around you
Citizenship	<ul style="list-style-type: none">*Use appropriate language*Enter room quietly*Respect public and private property*Be truthful	<ul style="list-style-type: none">*Keep hall area clean*Carry pass while in the halls*Go directly and quickly to your next class	<ul style="list-style-type: none">*Keep surfaces free of graffiti	<ul style="list-style-type: none">*Keep all areas clean*No open drinks in gym*Don't wear hats in building*Follow the rules of the activity*Report problem behaviors	<ul style="list-style-type: none">*Stay in commons area during lunch*Help others with their trays if needed	<ul style="list-style-type: none">*Keep bus seats and floors clean*Keep food and drinks off the bus*Report problem behaviors to adults	<ul style="list-style-type: none">*Quietly listen as musicians perform	<ul style="list-style-type: none">*Cheer for your team's efforts*Don't sit in aisles*Watch the event; don't wonder through the school or parking lot during contests

CARE OF SCHOOL PROPERTY

Students are expected to care for school property as if it were their own. Tearing of pages, defacing books, maliciously marking on furniture or walls may result in community service or the replacing of the destroyed material. There is an expected amount of wear for all material. If students continue to take pride in their school and the physical aspects, the school will be a pleasant place to attend each day. At the present time, we anticipate using most textbooks six or seven years with proper care. If school purchased equipment or materials are misused, a charge will be assessed. If books are lost or destroyed, a replacement cost will be charged to the student.

LUNCHROOM COURTESY

1. Each student will need to say his or her name to the secretary on lunch duty. Students that return for seconds should show the secretary what they received to record in their lunch account.
2. All students should use a low voice in the lunchroom.
3. Students should eat their own lunch, visiting with only the students close to them.
4. After eating, students are to take care of their silverware, napkins, milk carton, and tray.
5. After eating, the students are to sit, using only a low voice until they are excused from the table.
6. Food is not to be shared or carried from the lunchroom.
7. Students are not to have pop with their lunch in the lunchroom.

APPROPRIATE USE OF TECHNOLOGY

Internet Opportunity and Expectations:

The CAM Schools are pleased to be able to offer Internet access to students and staff. This worldwide network of interconnected computer networks offers nearly instantaneous access to vast amounts of information. Up-to-the-minute information on topics as varied as weather, news, politics, scientific experiments, etc. is at our fingertips. Since this is an unregulated, constantly changing source of information, it is impossible for a school to totally control the types of information that are accessible.

While “stumbling into” sites with material inappropriate for the educational setting is not a great problem, those sites certainly do exist and are easy to find. Before access is given to an individual student, they and their parent(s)/guardian(s) must have read the District’s use policy and have signed and returned the consent form. Any student who has not obtained parental permission, or has lost the privileges, will only use the Internet as a research tool for curricular work under the direct supervision of the classroom teacher.

As partners in the education of your children, instructors will provide guidance and instruction on appropriate use of the Internet as well as other media and material that will hopefully reinforce the learning process. There is not a guarantee of accuracy of information found on the Internet. As appropriate, instruction will also be given on determination of fact vs. opinion verification of information.

Acceptable Network Use and Etiquette:

First priority on any computer in the CAM Schools will always be given to use directly required for the completion of a classroom assignment.

Copyright and license agreements must be obeyed. No text, data, or software may be obtained in a manner that is in violation of any local, state, or federal law. Material that is legally obtained shall be properly credited when used.

Web sites containing material not suitable for an educational setting shall not be accessed. These include but are not limited to those with explicit sexual language or images, those advocating or advertising alcohol or illegal drugs, or any other site with material inconsistent with district goals and/or policy.

Subscription to any service or purchase of any goods will not be made without both district and parental/guardian permission, and cost will be the responsibility of the student. This will be strongly discouraged and approved only if it is the only satisfactory way to make the purchase.

Chat sessions will not be engaged in without instructor supervision. Students will not publish material without both district and parental/guardian permission, and generally publication and identification of pictures of individual(s) will be discouraged without prior approval.

Email will be permitted as part of an educational project. Messages must always be signed and contain no vulgar or abusive language. Mail sent via Internet is not guaranteed to be private. Students will not be assigned individual mail accounts. The district is not responsible for information lost in electronic correspondence.

No listservs or mail lists may be subscribed to without district and parental/guardian approval. No software may be downloaded to any machine, unless requested by an instructor and approved by the district.

Violation or any of the above provisions, as well as any other inappropriate use of a school computer, will result in the loss of Internet privileges as well as any appropriate district disciplinary and legal action. Verbal notification will be given to the student as well as written notification to the parent/guardian of any loss on Internet privileges.

First offense: Loss of privileges for one semester.

Second offense: Loss of privileges for at least one calendar year.

INTERNET and ACCEPTABLE USE PERMISSION FORM

I/We have read the CAM Community School District's terms of the acceptable use policy for access to Internet. We will attempt to actively participate with the district in appropriate use of its educational opportunities. We will not hold the district responsible for any unacceptable or illegal use. We understand that any violation of policy will result in appropriate actions.

Parent Signature

Date

Student Signature

Date

COMPUTER LOAN AGREEMENT

The student shall receive an Apple Macbook computer, charger, battery, and carrying case that are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

The equipment is, and at all times, the property of the CAM Community School District, Anita IA, and is herewith lent to the student for educational purposes only for the 2018-2019 Academic School Year. Student may not deface or destroy this property in any way. Inappropriate use of the computer may result in the student losing his/her right to use the computer. Equipment will be returned to the school when requested by the CAM Community School District.

The District property may be used by the Borrower only for noncommercial purposes, in accordance with the District's policies and rules, the CAM Community School Code of Conduct, as well as local, state, and federal statutes.

The Borrower may not install or use any software other than software owned or approved by the District and made available to the Borrower in accordance with this receipt and agreement. The Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from the Borrower's data storage medium and the Borrower agrees to use their best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

The Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District property and to return all property in good condition and repair upon request by CAM Community School District.

COMPUTER LOAN AGREEMENT

I/We have read the CAM Community School District's terms of the Computer Loan Agreement. We will attempt to actively participate with the District in appropriate use of its educational opportunities. We will not hold the District responsible for any unacceptable or illegal use. We understand that any violation of policy will result in appropriate actions.

Parent Signature

Date

Student Signature

SCHOOL WEBSITE and PUBLICATIONS

I _____ give permission for photographs of my students listed below to be posted on the school website, newspapers, and other publications as deemed appropriate by the CAM Community School District.

_____ I do not wish for photographs of my students to be posted.

Students Names: _____

Parent Signature

Date

PARTIES

During the year, several parties will be held in classrooms. Parents will be contacted to help with the treats for the parties. The parties will be held after the last recess in most rooms. If a child wishes to bring a birthday treat during the year, they may. Please contact the classroom teacher to determine the best time for the treat to be given to the other students. Please contact the classroom teacher or the elementary office for information on food allergies that students may have in each room.

PRIVATE PARTIES

If students are going to have a private party, it is best if the invitations are taken care of outside the school day. It can be very disappointing for a student to have the other students invited to a party and not be invited. To avoid this, have the child call or mail the invitations.

CELEBRATING CHILDREN'S SPECIAL DAYS

Occasionally children are receiving flowers and balloons at school. Our policy is to keep them at the secretary's desk until the end of the day. They are then taken to the room.

STUDENT EVALUATION

Report cards will be issued four times during the year. The cards will be given to the parents at the Parent-Teacher Conferences or sent home with the student. At the end of the school year, all report cards will be mailed after they are completed by the teachers.

IOWA ASSESSMENTS

Iowa Assessments are given during the Spring Semester to grades 2-5. Students will be given notices of the exact dates. For best results, students should get plenty of sleep, eat properly, and be encouraged to do their best.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

SCHOOL ENTRY REQUIREMENTS

No child shall be admitted to kindergarten unless he/she is five years of age on or before the 15th day of September of the current year or to first grade unless he/she is six years of age by the same date. When entering kindergarten, a birth certificate or other satisfactory evidence of age shall be required of each child entering school in this district for the first time.

Each student enrolled in the district shall have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, roseola, and rubella except under Section 139.3 of the Iowa Code or the rules of the State Department of Health.

IMMUNIZATION SCHEDULE

EXPULSION

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time, and no later than five days, following the suspension pending hearing. If, for some reason, it is impossible to hold the hearing within those five days, the student may be granted provisional readmittance to classes until such time as the hearing can be scheduled. Where a student is suspended pending a hearing, the student shall be afforded means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guiltless.

The superintendent or designee shall notify the student and the student's parent(s) or legal guardian(s) of the place and time of the hearing. The notice shall be both oral and in writing and shall include a summary of the specific reason(s) for the consideration of the expulsion of the student. In addition, the student and the student's parent(s) or legal guardian(s) shall be made aware of their right to be represented by counsel and their right to present a defense against the charges and provide either oral testimony or written affidavits or witnesses on the student's behalf. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, the student's parent(s) or guardian(s), and the representatives of the student.

VISITING THE SCHOOL

Parents are welcome to visit the school classroom and experience the educational happenings. **Parents are asked to make prior arrangements with the teacher to determine an appropriate time for a profitable experience.** Parents are encouraged to visit during lunchtime and eat lunch with us.

Parents should not bring preschool aged children on visitations, as it is very distracting to the classroom purpose of education.

Parents are asked not to visit the classroom during the first two weeks of school and the last two weeks of school. This will give the student and teacher time to build a relationship at the beginning of the year. At the end of the year, many non-routine events are taking place. If special problems arise, please feel free to call and discuss these problems.

If students are planning to have a friend visit school, prior permission will be necessary. Bringing other students to school is not encouraged.

All parents and visitors are asked to stop at the front desk to check in and pick up a visitor's pass.

STUDENT FEES

Students who are deemed eligible by the free and reduced lunch guidelines will also qualify for a school fee waiver.

MULTICULTURAL NONSEXIST POLICY

It is the policy of the CAM Community School District not to discriminate against any person because of race, national origin, creed, religion, age, marital status, or physical disability. The school follows the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

It is the policy of the district to choose materials to provide students with a variety of lifestyles of all cultures. The curriculum attempts to give students an understanding of various cultures, in order that they might be prepared for the years to come, as they will be living in a multicultural nation.

STUDENT RECORD CONFIDENTIALITY

The names of the elementary students, grade level, parent's names, telephone numbers, addresses, and date of birth may be released to an individual in person upon request. Any student over the age of eighteen, parent, or guardian, not wanting this information released to the public must make written objection within fifteen days of the date of this publication and within fifteen days of enrollment should enrollment occur after that date to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

CAMCORDER/Social Media

From time to time parents will bring their cameras and camcorders to school to video the classroom activities. If a parent has an objection to classroom videoing, please notify the school during the first three weeks of school. Individual classrooms may use social media to publicize classroom activities and accomplishments. If a parent has an objection to classroom using social media sites please contact the classroom teacher.

OPEN ENROLLMENT

Students have the option of open enrolling to another school district. This must be done by March 1 of the preceding year. More information and an application are available at the superintendent's office.

NEWSLETTER

School newsletters will be emailed to patrons upon request. Parents who do not receive the newsletter can be put on the mailing list by contacting the Superintendent's Office at 712-762-3231.

LEVEL I INVESTIGATOR

If an abuse charge needs to be filed against a CAM school employee, the Level I investigator should be contacted for the proper forms. Building Principals and Level I investigators are:

Jordan Aggen- CAM South Title I

Grace Kopp-Master Teacher/Instructional Coach

STUDENT ASSISTANCE TEAM

The student assistance team will meet as needed to discuss students that are having educational and/or behavioral difficulties. The team will develop some goals for these students to assist the classroom teacher. The team will be made up of resource teacher, Title I Teacher, classroom teacher, administrator and other people who may provide needed information. If a parent expresses a concern about their child's education, the team will discuss possible interventions to educate the student with the school's available resources.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

If an employee is involved, discuss the complaint with the employee within two school days of the incident;

If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two school days of the employee's response or the incident.

If unsatisfied with the principal's response, talk to the superintendent within two school days of the principal's response;

If unsatisfied with the superintendent's response, students may request to speak to the board within two school days of the superintendent's response. The board determines whether it will address the complaint.

ANTI-BULLYING/HARASSMENT POLICY

Initiations, Hazing, Bullying or Harassment

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

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - (1) What, when and where it happened;
 - (2) Who was involved?
 - (3) Exactly what was said or what the harasser or bully did;
 - (4) Witnesses to the harassment or bullying;
 - (5) What the student said or did, either at the time or later;
 - (6) How the student felt; and
 - (7) How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

1. Verbal, physical or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications; and
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, job, etc; and
4. Demeaning jokes, stories or activities.

HOMELESS

"Homeless child or youth" is defined 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.

Contact: Larry Hunt and Brian Fogleman,
CAM Elementary Principals
Phone: 712-762-3343 or 712-762-2211
Email:lhunt@cam.k12.ia.us

TITLE I SCHOOLWIDE
CAM ELEMENTARY SCHOOL
2018-2019
TITLE I SCHOOLWIDE PROGRAM
PLAN AND COMPONENTS

1. By the use of several assessment programs, the CAM Schools have identified the educational needs of the students in our school, through the school-wide Title I program.. Reading skills are assessed in grades K-5 with DIBELS. Class Wide Literacy Assessments are given three times per year in grades 1 and 2 to determine students significantly performing below grade level. The Iowa Tests of Basic Skills (ITBS) are used to assess the student's' progress in comparison to other students in the state and nation, along with year-by-year growth. Those students that perform below the indicators of success in reading are considered for Title I assistance in the school-wide program. Informal reading inventories are also used at each level. Strengths of the district include many ongoing, well-developed efforts geared toward student reading proficiency. Early childhood screenings and working with AEA speech professional's help to identify specific student needs upon entering school. Meeting district needs include continuously assessing and meeting student needs in an ever-changing society. Reading, math, science and technology are ongoing areas of focus in the district, with reading and math being the primary focus in the Title I program. Annual evaluation of CAM's Title I program

occurs each fall. Parent input from the annual Title I meeting, program surveys from parents, families and staff, along with ongoing communication is used to evaluate the program.

2. CAM Schools use various strategies to provide school-wide student opportunities. The teacher-pupil ratio has been reduced in the classroom for reading by the use of the Title I instructor working with individuals or small groups in the classroom or by pull out. This helps to meet the needs of the underserved population, low achieving children and those at risk of not meeting state standards. In first and second grade, three times per year, students are given general literacy assessments to gain understanding of lower case and uppercase letters of the alphabet, word writing and spelling ability. Informal inventories and assessments also allow for ongoing assessment of individual students. A new literacy program, “Making Meaning” by the Center of Developmental Studies, focused on building comprehension skills K-6, is being implemented in 2012-2013. Sixth grade is being included, trying to bridge the reading instruction into the reading curriculum for middle school students. By utilizing a continuous process of analyzing student data, ongoing structured staff development occurs yearly to continuously build a stronger reading foundation for students and to meet current student needs. Several staff members have reading endorsements. All strategies used by the staff are focused on school wide student achievement goals set by the Iowa Department of Education through the Iowa/Common Core Curriculum.
3. All of the instructors in the CAM Elementary staffs are highly qualified teachers, being certified by the state of Iowa to teach elementary students. Probationary teachers all participate in the Journey to Excellence Mentoring Program. All instructors are required to participate in ongoing, structured staff development. All paraprofessionals in the K-5 building meet NCLB qualifications. Our staff partners with Green Hills AEA for mentoring, professional development, and meeting various student and staff needs.
4. All of our staff is involved in continuous staff development in the areas of reading and math. The staff development is designed to increase a teacher’s effectiveness in the classroom by meeting the needs of all students. The staff has the opportunity to exchange professional ideas in study groups. Staff development is connected with needs assessment of students, professional growth, and research based programs. The CAM elementary buildings implemented an uninterrupted 90-minute literacy block during the 2011-2012 school year, and implemented “Making Meaning”, a new literacy program in 2012-2013. Small group and one-on-one work provides for effective assistance and extended time for low achieving children. Read Naturally is additional initiatives that strengthen our academic program through school-wide and regular fluency/comprehension building activities. The CAM Community School Board approves the district’s professional development plan on a yearly basis.
5. The Anita Community School District merged with the C & M Community School District to form CAM Schools in 2011. We currently have two elementary schools in our

district. When a teacher vacancy occurs we have had a sufficient number of highly qualified applicants. Some staff is shared between the CAM North Elementary and CAM South Elementary, including the principal. Our district continues to provide positive support through our mentoring and ongoing professional development cycle to attract, involve and maintain highly qualified teachers. We continue to follow state guidelines on teacher pay in efforts to attract the best possible candidates to the district.

6. We have parents, community members, and high school athletes volunteer to listen to children read. The Title I teachers have the opportunity to meet with parents twice a year during the Parent-Teacher Conferences. The Title I Program has a parent meeting at the beginning of the school year during the “Back to School Night”. High School students read with students throughout the school year. Senior internships with teachers assist individual students in reading and math. Students in grades one through five practice their reading fluency and comprehension skills in the Read Naturally program. Parents volunteer for a number of special activities, such as 100th Day of School and Read Across America Day. Our Book-in-a-Bag program encourages parent involvement on a daily basis.
7. Each spring an early childhood screening is held to identify upcoming students and their needs. Families have access to a voluntary public preschool program and Head Start program in the buildings. The Empowerment Program in our county provides for financially needy families so children can attend the pre-school. The school is involved by getting the information to parents and by processing the applications and monthly claims. The district provides open opportunities for students entering school to experience much on the campus, easing the transition to beginning school. Each summer, the CAM Elementary Schools provide a 4-6 week extended year program for students who need supplemental instruction.
8. All teachers are involved in setting the school goals through committee work and on-going professional development. The process of annually reviewing the student achievement scores is used to set realistic achievement goals for the students in the upcoming year. The data is reviewed for individuals as well as the group, to assist the teacher’s plan. To get to this point, instructors must know how to read the data and interpret the information, while comparing it to the curriculum that is being taught. Classroom teachers administer assessments and use the data to guide the instruction in their classrooms. Teachers are involved in curriculum writing, review, and assessment. Ongoing collaboration by teachers and staff is continuous. Teachers are involved in many committees within the school framework, such as School Improvement, Teacher Assistance Team, Leadership Teams, Literacy Team, Professional Development, etc. This allows for various efforts to intertwine within the ongoing school improvement process.

9. To provide effective, timely assistance for the students, the Title I teacher collaborates with the classroom teachers and Special Education teacher and assists in the classrooms during the scheduled reading and math times. Strategies implemented include team-teaching, small group instruction, one-on-one instruction, re-teaching, repeated practice, as well as small group pull out sessions. The students may later be pulled out for additional assistance and re-teaching as determined by classroom assessments to meet state and local improvement goals.
10. Coordination and integration of federal, state and local services and programs under Title I is reached through the administration and Title I teacher working together. The following programs are incorporated into the school-wide program. Low academic students in the school are assisted by the Title I program. Low-income students who qualify for the breakfast and lunch programs participate in the school-wide program. Teachers receive professional development training during professional development days. Effective staff development is determined by the student needs and school goals. Southwest Iowa Mental Health is used as a resource to meet student needs. Our teachers work with our community and use as many resources as possible. The Anita Public Library provides student programs for our students to attend. We participate in the RIF program to distribute reading materials to students three times a year. Our schools utilize a high number of volunteers to listen to students read, such as the Cougar Reading Program with our CAM High School athletes. Our elementary staff utilizes many programs to enhance student reading abilities, such as Read Naturally (fluency), along with utilizing many types of ongoing assessments such as DIBELS, general and informal literacy assessments, informal reading inventories, and the ITBS. Differentiation is used as a strategy to meet the needs of all students. The CAM Community School District posts notices in local businesses to assist in identifying and contacting homeless students in the district. The school works closely with the school resource officer, through the Cass County Sheriff's Department, as well as the local food pantry, Green Hills AEA, and various other resources, to find and meet the needs of different families within the district.

BUS BEHAVIOR

Students are expected to follow the Cougar Traits of Responsibility, Respect, Caring and Citizenship while riding school buses. Bus drivers have complete control and authority of all actions and behavior on the buses. Students will be expected to follow all instructions and requests given by drivers without arguing. Violations of this policy will be reported by drivers to the building principal. Consequences will then be enforced by administration based on these recommendations.

Level 1 Behaviors: Bus Driver

- Not sitting in seat
- Moving from seat to seat
- Food or drink on the bus
- Throwing items
- CD players/radios used without headphones (no external speakers)

Level 1 Consequences: Bus Driver

- Assigned seats
- Conference with student(s)
- Conference with parent
- May suspend student for 1 day with administrative approval
- Repeated offenses may move to level 2 consequences with administrative approval

Level 2 Behaviors: Drivers/Administration

- Swearing
- Fighting
- Harassment of student(s) (verbal, physical, sexual)
- Arguing and showing disrespect to a driver
- Vandalizing the bus
- Opening emergency exits without proper cause
- Violation of any other safety rules and/or discipline policy
- Repeated violations of bus and school rules/policies

Level 2 Consequences: Driver/Administration

- Permanent seating assignment
- Suspension from riding school transportation
- Short-term suspension from school
- Long-term suspension from school
- Expulsion from remainder of the semester or calendar year

Level 2 Minimum consequences for Suspensions

- First Offense: Suspension from all school transportation for 1 to 5 school days
- Second Offense: Suspension from all school transportation for 5 to 10 school days
- Third Offense: Referral to Superintendent (Conference with Parent/Student required)

Educational Equity Statement

It is the policy of the CAM Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Dominic Giegerich, [712-762-3231](tel:712-762-3231) dgiegerich@cam.k12.ia.us

Complaint Procedure

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

- Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
- If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
- Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
- Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.

- The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

In the event the investigator finds:

A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:

- By the investigator with the Complainant and the Respondent; and
- By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action
- If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
- The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm this decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

Legal References**Board Policies****Legislation**

Title VI and VII of the 1964 Civil Rights Act,
Title IX of the 1972 Education Amendments,
Section 504 of the Rehabilitation Act of 1973
American Disabilities Act of 1990