

# **Clayton Ridge Elementary Handbook 2018-2019**



**Clayton Ridge Elementary School  
Preschool – 5<sup>th</sup> Grade  
502 W. Watson Street  
Garnavillo, IA 52049  
563-964-2321**

## Table of Contents

	Page
School District Beliefs, Mission .....	3
PBS .....	4
School Hours .....	5
Arrival .....	5
Dismissal.....	5
Attendance .....	5
Tardy.....	6
Make-up Work.....	6
Early Dismissal/Late School Starts.....	7
Waiver of School Fees.....	7
HAWK-I Insurance for Children .....	7
Basic Instruction Program.....	7
Kindergarten.....	7
Grades 1 – 4 .....	7
Human Growth and Development .....	8
Homework .....	8
Academic Progress of Students .....	8
Health Services and Safety .....	8
Medication Administration.....	8
Student Injuries and Illness.....	9
Communicable Disease .....	9
Screenings .....	9
Dental Requirements .....	10
Student Allergies .....	10
Emergency Drills .....	10
Special Events.....	10
After School Activities .....	10
Assemblies/Awards .....	10
Book Fair.....	10
Standardized Testing .....	10
Field Trips .....	11
Parent/Teacher Conferences.....	11
Room Parties .....	11
Service Projects.....	11
Winter & Spring Concerts .....	11
Family Orientation Day.....	11
Student Funds and Fundraising.....	11
Visitors At School.....	11-12
Open Night.....	12
Supplementary School Programs.....	12
Title I Reading/Reading Recovery.....	12
Counseling and Guidance.....	12
EAGLES+.....	12

Special Education .....	12
Character Education .....	12
Health and Wellness .....	12
Keystone AEA-Services .....	13
Chart for PBS Expectations.....	13
Line Basics .....	14
Students' Rights and Responsibilities .....	14
Discipline .....	14
Classroom .....	14
PBS Expectations for Common Areas .....	14
Playground .....	14
Dress Code .....	14-15
Care of School Property.....	15
Disruptions .....	15
Serious Offenses .....	15
Bus Procedures .....	15-16
Additional Information .....	16
Telephone Calls .....	16
Weapons.....	17
Notice to Parents About Chapter 103 .....	17-18
Section 504-Disability Discrimination.....	18
Family Education & Privacy Act: Student.....	18-19
Student-Employee Harassment Policy.....	19-20
Equal Employment-Affirmative Action.....	20
Open Enrollment .....	20
Asbestos in Schools .....	20
Searches.....	21
Equal Educational Opportunity Policy.....	21
School Board Meetings .....	21
Board Policy .....	21
Internet - Appropriate Use .....	21
Computer User Agreement Policy .....	22
Staff .....	22
Peanut Free Snacks .....	23-26
Suggestions to Use Instead of Candy Treats .....	26
Acceptable Online Behavior Policy .....	27-28
Review Of Handbook Form .....	29

## **CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT**

### **Beliefs**

#### **We Believe That:**

- Nothing is ever accomplished without risk.
- All people have infinite worth.
- Excellence is worth the cost only when it improves the quality of life.
- PK – 12 education is the foundation of the life-long learning process.
- The higher the expectation, the greater the achievement.
- The family is the primary influence in the development of the child.
- Diversity enriches both the individual and society.
- Growth cannot occur without change.
- Everyone is accountable for his or her actions.
- Education is a partnership among students, staff, family community.

#### **Mission Statement**

The mission of the Clayton Ridge Schools is to provide equal and high quality educational opportunities for all students in preparation for their roles in our changing society and world.

## **POSITIVE BEHAVIOR SUPPORTS (PBS)**

The 3 RS are be Ready, Respectful, Responsible, and Safe.

# **PBS**

What is PBS?

### **Positive Behavior Supports**

Positive Behavior Supports is a research-based effective program. for promoting positive behavior and decreasing negative behavior and is used effectively in many schools across the state of Iowa.

At Clayton Ridge we celebrate positive behavior. We give incentives for students who show they can do the right thing. The staff at Clayton Ridge will reward students who exhibit positive behavior through a ticket system. Children will receive a ticket for doing the right thing. The tickets are collected in the classrooms. We have weekly drawings on Fridays for prizes and rewards. Classroom teachers also give students incentives for earning tickets in the classroom.

At Clayton Ridge we have four behavior expectations that are:

**Be Ready**  
**Be Respectful**  
**Be Responsible**  
**Be Safe**

Our students are taught how to behave according to these four expectations. We have a common language among our staff at school and students will become very familiar with our language. Students are taught how to behave in each area of our building and will be very clear on the school rules, reasons for the rules and how to follow the rules.

If a student does not exhibit positive behavior they complete a reflection, which allows the student to think about what occurred. Our staff assists students in completing reflections and helping students to learn the rules and what they can do different next time.

Positive Behavior Supports continues to build over time and is used district wide at Clayton Ridge School District.

## **School Hours**

### **Arrival**

Students should not arrive at the elementary school before 8:00 a.m. Students may enter the building at 8:00 a.m. where the breakfast program is available. Elementary instructional time will be 8:30-3:15.

### **Dismissal**

Shuttle buses depart at 3:18 p.m. Walkers/parent pick-ups depart at 3:20 p.m. Students on route buses will be dismissed at 3:40 p.m. with buses departing at 3:40 p.m. **If a student is not to go home on his/her normal bus route, we MUST have a note or phone call. CALLS MUST BE MADE BY 2:30 p.m.**

If parent/guardian or older siblings are going to pick up an elementary student, we ask that they notify the teacher or the elementary office. They may then meet the student at the elementary office.

### **Attendance**

Whenever students will be absent, a parent/guardian is to contact the school between 8:00-9:00 a.m. to confirm the reason for the absence.

Parent/guardian will be called to confirm an absence if we have not been contacted. Whenever students have been absent or tardy and a phone call has not been made to the office, students should bring a signed, written excuse from their parent/guardian stating the reason for the absence and present it to the office. Requests in advance to be excused should state the reason.

Excused absences are as follows:

- 1 Illness of the student
- 2 Death or emergency illness in the family
- 3 Doctor/dental appointment that cannot be scheduled at another time
- 4 School sponsored activity
- 5 Pre-arranged approved absences

When dealing with attendance issues, the administration will exercise primary judgment concerning the reasonableness of absences and will make the final determination whether an absence is considered school excused or school unexcused. The administration may require documentation for absences deemed unreasonable or refer to the Truancy Policy.

Students will not be released from school during school hours without written or verbal permission from the parent or guardian. In case of an absence, a written note or telephone call explaining the absence is required before a student will be permitted to attend classes again. Any absence which does not meet any of the criteria for an excused absence will be classified as unexcused. Before leaving the building, students are reminded to check out through the office.

**Tardy**

Any student arriving after **8:30 a.m.** will be considered tardy and should come to the office and report to the secretary. Arrival to School: After the start of the day and up to 10:00.....Tardy. Arrival beyond 10:00.....Half day absence.

**Make-up Work**

A student has two days for each day of excused absence to turn in make-up work assigned. When the absence is more than three consecutive days, more time may be given. Make-up work assigned will receive full credit if turned in on time. Any make-up work handed in past the deadline may receive zero credit.

Any absence which occurs without parental knowledge will be classified as truancy. Parent/guardian will be notified anytime a student is truant from school. The student will be required to make up time before/and/or after school and/or Saturday and/or suspension as determined by the principal. Make-up work assigned will receive full credit if the students make up their time before and after school.

If a student knows that an absence will occur, the student or parent/guardian should contact the office in advance of the absence. Advance make-up work should be completed before the absence takes place. Work not handed in by the make-up deadline may receive zero credit.

Student absences and/or tardies of five (5), ten(10), or more days in a semester will be reviewed. One or more of the following actions may occur as a result of excessive tardies or absence from school.

- 1 Letter to parent
- 2 Referral to the guidance counselor
- 3 Conference with parent/guardian and principal
- 4 Referral to Department of Human Services
- 5 Referral to County Attorney
- 6 Referral to Police Department
- 7 Follow Truancy Policy

### **Early Dismissal/Late School Starts**

Several times during the year, school will be dismissed early or start later for a variety of reasons--some are scheduled, but some will be emergency situations(weather). Every Wednesday is also a scheduled early out at 2:30. On scheduled early outs refer to the following times:

<b>Shuttles Depart</b>	<b>Walkers/Parent Pick ups</b>	<b>Route Buses</b>
<b>1:45 p.m. (Fridays)</b>	<b>1:50 p.m.</b>	<b>2:05 p.m.</b>

Unscheduled early dismissals, late starts and cancellations will be given over the following radio-TV stations:

<b>Radio Stations</b>	<b>TV Stations</b>
KCTN-FM100	KWWL, KGAN, KCRG

### **Waiver of School Fees**

Students whose families meet the guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have 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 (principal, secretary, etc.) at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **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 (H A W K-I) program. Children ages 1 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 to name a few. Parents are urged to call 1-800-257-8563 (toll-free) for more information.

### **Basic Instruction Program**

Kindergarten: The basic instruction program of students enrolled in kindergarten shall be designed to develop healthy emotional and social habits, language arts and communication skills, mathematics, the capacity to complete individual tasks, character education, participation in experiences relating to the development of life skills, human growth and development, and physical well-being.

Grades 1-5: The basic instruction program of students enrolled in grades one through five shall include English/language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, character education and visual art.



Human Growth and Development: Parent/guardian who objects to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

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. Failure to complete homework may result in loss of class credit and a failing grade in the class.

#### Academic Progress of Students

All our teaching staff want to keep you informed of your child's progress through notes, phone calls & e-mails, report cards, and conferences. If you have any questions in regard to your child's progress, please contact the teacher. The principal may be contacted to assist if problems/concerns continue.

### **Health Services and Safety**

The school nurse is in her office daily when school is in session -- Phone (563) 964-2321. Students who become ill and would like to see the nurse should first obtain a pass from their teacher. No student is to leave the building because of illness without the permission of the nurse and the office. The nurse will contact the parent/guardian of the student who is ill and obtain parental permission for their release from the building.

In the event the nurse is absent, students who are ill are to report directly to the office. Arrangements will be made for the student's release if it is deemed necessary.

**Medication Administration:** It is the policy of Clayton Ridge Community School that if medications are to be administered at school, the following will be in place.

- 1 Written instructions and consent from the parent/guardian.
- 2 Medication in original container properly labeled.
- 3 Prescription medications require a doctor's order(Current prescription container is acceptable).
- 4 Administered by the school nurse or trained staff under her supervision.
- 5 Medications will be stored in a safe, locked area.
- 6 Refrigeration is available.

**Student Injuries and Illness:** When a student becomes ill or is injured at school, the student's parent/guardian shall be notified as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel administer emergency or minor first aid, if possible. An ill or injured child will be turned over to the care of the parent/guardian or qualified medical personnel as quickly as possible. The financial responsibility for the child's emergency care and/or transportation is the parent/guardian. Parent/guardian shall be required to complete an emergency medical card annually.

**Communicable Disease Prevention and Control:** It is the policy of the district to provide a school environment that does not create substantial risk of transmission of communicable disease. In order to reach this goal, the staff at the elementary will follow these guidelines:

Head Lice: Students in grades PK-4 are checked anytime that it is indicated or requested. School will not do mass screenings, but will screen on an individual basis by referral from parent/guardian or school staff. The school nurse will notify a parent/guardian if their child has head lice. Children will not be excluded from school on the day head lice are first detected. Child/children can be excluded from school if live lice are observed after the two-week treatment plan is completed. Families are responsible for weekly inspection of their child's hair and for reporting head lice to appropriate schools, child care providers or other close contacts. The parents, families or designated adults will be responsible for completing the nit and/or lice removal. After treatment the school nurse will recheck the students.

Elevated Temps: Any student with a temperature over 100 degrees will be excluded from the classroom. It is recommended that students be fever free (less than 100 degrees Fahrenheit without the use of anti-pyretic medication) for 24 hours before returning to school.

Bacterial Conjunctivitis: Parent/guardian shall be notified if their child demonstrates signs/symptoms of pink eye. Students with questionable bacterial conjunctivitis (pink, irritated eyes) may be required to secure medical evidence that they may attend school.

Ringworm, scabies, impetigo, etc.: Students with questionable skin lesions may be required to secure medical evidence that they may attend school.

**Screenings:** Hearing and vision screening will be done at regular intervals for designated classes. Height and weight will be done annually on all students K-5. Any of the above may be completed for an individual student when requested because of special concerns. Parent/guardian will be notified only if results of the hearing or vision screening are abnormal. Height and weight will be recorded in the students health file. The parent/guardian may request this information at any time.

**Dental Requirement:** Students enrolling in kindergarten in an Iowa public or accredited non-public elementary school are required to have proof of a dental screening by a licensed medical professional. A screening completed anytime after the age of three is acceptable. Parents/guardians should provide evidence to the school of the child having a dental screening. The certificate of dental screening is available on the school website under the eForms tab, from the school nurse or your dentist.

**Student Allergies:** Due to the increase of various food allergies by many of our students, the following apply:

- 1 No peanuts or food containing peanuts or food manufactured in a plant with peanuts are allowed.
- 2 Homemade treats are no longer allowed.
- 3 Check all food labels before sending items to school.

**Emergency Drills:** Periodically the school holds emergency fire and tornado drills. Emergency procedures and proper exit 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.

## **Special Events**

**After School Activities:** Many elementary students enjoy attending after school activities/sports events held at our school.

Parental support in monitoring student behavior is critical. Students must remain in the building/gym area during the activity. All student policies are in effect and enforced during any school related activities.

**Assemblies/Awards:** School assemblies are held for students throughout the year to enhance our basic curriculum. Special celebrations and award assemblies are ongoing throughout the year. Assemblies, field trips, etc. are a privilege. Students displaying inappropriate behavior may lose these privileges. Most classrooms recognize a student of the day/week. Other examples of activities planned by the staff for the elementary school are: National Red Ribbon Week and character education.

**Book Fair:** A book fair is held at the elementary school during the spring and fall. Profits from this activity are used to provide for special activities for the elementary students or to support the RIF (Reading Is Fundamental) Program.

**Standardized Testing:** The Iowa Assessment Test is given to students during the spring months. These tests are used to evaluate the quality of our school's educational program to monitor the progress of our students, and to report at the state and federal level for No Child Left Behind. District wide assessments in reading are also given annually at every grade level.

Field Trips: The primary purpose of field trips is to accomplish instructional program goals which cannot be done in the regular classroom. Notices/permission slips will be sent to the parents by the school concerning the date/time, agenda, etc. of the field trip. Field Trips are a privilege. Students displaying inappropriate behavior may lose this privilege.

Parent/Teacher Conferences: Parent/Teacher conferences will be held in the fall and spring during the 1st & 3rd quarters to discuss individual student's progress with parents. Either parent/guardian or teachers may request a parent-teacher conference at any time during the school year.

Room Parties: Halloween, Christmas, and Valentine's Day are the three holidays celebrated by room parties. Parties are held at the end of the day and are especially planned for the children to enjoy as a class. Students and/or parents may be asked to assist with them. No homemade treats are allowed.

Service Projects: Students in our school are encouraged to say "Thanks" through projects during the year. Examples include making thank you banners & cards, food and toy drive, winter clothing collection, nursing home visits, collecting pop tabs, Earth Day, etc. Service projects are a part of our character education.

Winter Concert & Spring Concert: An elementary holiday program is presented in December and the "Spring Fling" is held in May. Both programs feature the PK-5 students in vocal music. The instrumental music program begins in grade five.

Family Orientation Visit: On Wednesday, August 22 from 4:00-6:00 p.m. the elementary school will host a time when students and families can view classrooms and meet teachers. This is also a good time for students to bring their school supplies. It is not a time for conferences. If parents feel a need for a conference, a special time with privacy should be scheduled.

Student Funds and Fundraising: Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **Visitors At School:**

Parent/guardian and other adults are welcome to visit our school. Students are enthused when a parent or grandparent can visit. Friends of our students will be allowed to visit school but the principal's office and teacher must be advised in advance as to the date and number of visitors. It is suggested that

visits be for a SHORT period of time. If preschoolers accompany an adult, keeping the visit short is very important, so classroom instruction is not interrupted.

All parents, guardians and visitors must sign in at the office when entering the building.

## **Open Night**

Wednesday nights are reserved for family and church activities. NO SCHOOL activities are scheduled after school for elementary. There are no middle school or high school activities scheduled after 6:00 p.m., with few exceptions.

## **Supplementary School Programs**

Title I Reading: The Title I Reading program at Clayton Ridge Elementary School exists to provide supplemental assistance to students who may be experiencing difficulty in the area of reading.

Counseling and Guidance: A counselor is available to assist students with a variety of difficulties they may be experiencing. Classroom guidance lessons will be taught biweekly.

EAGLES+(Enriching Academic Goals Lets Everyone Succeed): To meet the needs of the gifted and talented, an educational environment is provided in which the students can develop and use their creative and critical thinking abilities.

Special Education: Public Law 94-142 mandates an appropriate education for academically challenged children. This is done in the least restrictive way possible. The objective of our resource teacher/s is to help the child function as successfully as possible in the regular school program.

Character Education: Students in grades K-5 receive instruction in several state approved curriculum; Passport, Life Skills, and Stop and Think. The programs focus on decision-making skills, self-awareness, relationships, and drug prevention. Developing the child's self esteem while promoting a drug-free approach to living is essential. The curriculum also focuses on character building, peaceful resolution of conflicts, and how to respond to bullying/harassment are also taught.

Health and Wellness: The K-5 program to promote health and wellness is continually responding to our student needs. Weekly walking and food taste tests promote positive attitudes toward exercise and healthy eating habits, which is the goal for our elementary health curriculum.

Keystone Area Education Agency: Clayton Ridge Community School is located in Area Education Agency 1. Speech services, psychologists, social workers, occupational therapists, physical therapists, hearing specialists, etc. are all available to provide their special services to our students.

## Positive Behavior Support Expectations

<b>Expectation</b>	<b>Lunch Room</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Arrival/Dismissal</b>	<b>Playground</b>	<b>Bus</b>
<b>Ready</b>	Line Basics	Line Basics  Keep feet quiet.	Enter, use and exit the bathroom quietly.	Line Basics Walk bikes. Pack/unpack quickly.	Line Basics Line up quickly	On time. Watch for your stop.
<b>Respectful</b>	Visit quietly with neighbors across, left, or right. Say, "please and thank you."	0 Voices Wave to say "Hello."	Take care of needs and leave. Wait your turn. Respect others' privacy.	Respond to adult's signals. Carry bags appropriately. Be aware of others.	Treat others fairly. Include others. Listen to directions. Solve problems appropriately.	Sit in designated seat and remain seated. Listen to supervisor and bus driver. Share the bus seats. Use quiet voices and polite words
<b>Responsible</b>	Leave no trace on table, floor, or face.	Single file line. Hallway clear. Go where you need to go.	Flush the toilet. Leave area clean.	Breakfast first. Check bag.	Dress for the weather. Care for equip.m..ent.	Wait in designated area. Dispose of garbage. Take off the bus what you bring on.
<b>Safe</b>	Be aware of others.	Walk on right side. Have shoes tied. One step at a time when on stairs. Stay to the right on the stairs.	Wash and dry hands. No water on the floor.	Follow adult's signals. Walk to the playground. Lockers closed and hallway clear.	Stay within playground boundaries (in fence or playground area). Follow rules for equip.m..ent.	Walk. Enter/exit in an orderly fashion. Watch out for traffic and use the crosswalk. Be aware of your surroundings.

<b>Line Basics:</b> Eyes Forward, Ears Listening, Mouth Closed, Hands Still, Feet Quiet, Ready? Ready! (Students Repeat)
---

## **Students Rights and Responsibilities:**

Discipline: All expectations are explained to the students through the Positive Behavior Supports (PBS) initiative. Be Ready, Respectful, Responsible, and Safe are the expectations at Clayton Ridge Elementary. We show PRIDE in our school in the way we treat people and property at all times.

Classroom: Classroom teachers discuss expectations, procedures, and consequences with the students throughout the year. All expectations are based on showing respect for each other and another's property. The classroom rules will be posted in each classroom to remind the students of proper behavior. Teachers are encouraged to utilize positive reinforcement. Other assertive discipline/behavior modification techniques may be used in the classroom. For example: Step 1 - Warning; Step 2 - Loss of some recess time to conference with the teacher. Habitual discipline problems or major violations will be brought to the attention of the parents and principal. Consequences may include losing recess time, after school make-up time, loss of a privilege, or in school suspension according to the severity of the problem. Board policy is followed.

Positive Behavior Supports (PBS) Expectations for Common Areas: Please read the specific expectations and procedures for each area of the school as defined on the table that is found on Page 14.

Playground: Toys should not be brought to school--the school has a variety of playground equipment to be used during recess time. No roller blades or shoes with rollers are allowed when school is in session. All playground equipment is to be used as intended in a safe manner. Except for school hours between 8:00 a.m. - 3:30 p.m. children play on the school grounds at their own risk.

Dress Code: There is a strong connection between academic performance, students' appearance, and students' 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 that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. **NO** flip-flops will be allowed for recess, PE times, or on class field trips.

Please consider the following when your children leave for school each morning:

- No holes in inappropriate areas.
- Shorts, dresses and skirts must surpass the fingertips when arms are along side the body.
- Bottom of shirts must meet the top of pants.
- All tops must have 2 straps and must be at least 1 inch wide.
- Neckline of shirts/tops must be respectable.
- Undergarments are never to be seen.

Hats are not to be worn in the school building during regular class days or at non-athletic extra-curricular activities in the school building. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Care of School Property: Students are expected to take care of school property including desks, chairs, books, lockers, computers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may face suspension and/or be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Disruptions: Students may not possess laser lights, beepers, water guns, toys or other similar items on school grounds or at school activities. The items will be taken away from the students and returned at a later date.

Serious Offenses: Serious offenses will immediately be reported to parents or guardians. Disciplinary action may include in-school suspension, out of school suspension, report to law enforcement officials, or expulsion.

- 1 School district facilities are not an appropriate place for weapons or other dangerous objects. Federal law states that any student bringing a firearm to school shall be expelled from school for a period of not less than twelve months.
- 2 Students are not allowed to use or possess smoking or chewing tobacco.
- 3 Students are not allowed to be under the influence of, possess, sell, or distribute drugs (including alcohol) or look-alike drugs.

### **Bus Procedures:**

A written note must be sent for your child to ride any bus other than their regular route, or to ride a route bus to another destination. No more than 2 guests may ride the bus with your child. Both the guest/s and host must have parent notes to receive the passes.

The privilege of riding on a bus is discretionary. Students can be deprived of this privilege where their continued presence on the bus would be injurious or



endanger the health or lives of the other students. The bus driver is responsible for the orderly conduct of the passengers. While on the bus, the student is under the authority of and directly responsible to the bus driver.

She/he is to be obeyed promptly and cheerfully. The student must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Students should never stand in the road while waiting for the bus. Unnecessary conversation with the driver is prohibited. The bus driver may require assigned seats.

PBS expectations are to be observed by students while riding the bus. The student is held responsible for any damage done to bus property.

Students must observe instructions from the driver when leaving the bus. The driver will not discharge a rider at places other than the bus stop unless proper authorization of the principal is given. Students should always cross the road in front of the bus and never walk behind the bus.

If a student's conduct is inappropriate while being transported to or from school, the following could result:

After 3 warnings for inappropriate conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline. Suspensions will result if students do not adhere to the rules and regulations that are required by the driver. The principal may suspend the student immediately for vandalism, verbal/physical aggression, or blatant disrespect of safety rules.

The Clayton Ridge Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained, if necessary, for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### **Telephone Calls**

Generally, students receiving telephone calls during school hours are not called to the phone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

## **Weapons**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parent/guardian of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Notice to Parents About Chapter 103**

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

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

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

questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Clayton Ridge Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Clayton Ridge Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact Mr. Allan Nelson, Supt. for the Clayton Ridge Community School District at (563) 252-2341.

### **The Family Education Right and Privacy Act of 1974**

The School District maintains records of (1) birth date, phone, home address, and name of parents, (2) education aptitude, achievement and grades, (3) school attendance and (4) health data on every student.

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel and under certain circumstances, challenge the records and other additional information.

The school may release directory and athletic program information in the form of lists including names, grade level, home address, parent's name and phone number. You may deny the school the right to release this information by contacting your school principal's office.

The School District will mail education records to other school districts, on request, in which the student seeks or intends to enroll. The building principal is responsible for maintenance of student records.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A School officials, teachers and AEA personnel with a legitimate educational interest.

- B Officials of other schools in which a student proposes to enroll.
- C Representatives of state and local government when auditing and evaluating Federal education programs.
- D Officials connected with a student's educational financial aid applications.
- E Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F Organizations which process and evaluate standardized tests.
- G Accrediting organizations for accrediting purposes.
- H Parents of dependent children, regardless of the child's age.
- I Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level or when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Students and parent/guardian may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Dept. of Education, Switzer Building, 330C Street SW, Washington, D.C. 20201.

## **Students and Employees Harassment**

The school district has a policy on Student and Employee Harassment. The Clayton Ridge 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 building principals and superintendent are the Level I One Child Abuse Officers and Alternate.

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 others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other

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

### **Equal Employment and Affirmative Action**

The Clayton Ridge Community School District is an Equal/Affirmative action employer and does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. If you have questions or grievances related to this policy please contact Mr. Shane Wahls, Superintendent, Clayton Ridge Community School, (563) 252-2341.

### **Open Enrollment Information**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2019--last date for regular open enrollment requests for the 2019-20 school year. September 15, 2018--last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2018-2019 school year. Please contact the IGHSAA at 515 288-9741 or the IHSAA at 515 432-2011 for eligibility questions relating to interscholastic contests and competitions. Parents/guardians of open enrolled students whose income falls below 160% of the federal guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Contact the Superintendent's office at 563 252-2341.

### **Notice of Asbestos in Schools**

In accordance with the Final Asbestos-In-School Regulation the Clayton Ridge Community School District is bringing you up-to-date concerning its status. This regulation requires all public and private school to identify friable (easily crumbled or pulverized) asbestos containing materials, maintain records and notify employees, students, and parent/guardian of the school district.

A complete AHERA Asbestos Management Plan was submitted by the school district to the Department of Education in October of 1988.

A complete abatement project was completed during the summer of 1989 to remove all pipe insulation and any ceiling areas that contained any assumed friable asbestos material. The Asbestos Management Plan is on file in the district administrative office and Terry Jasper has been appointed as Asbestos Program Manager for the school district. It is our intent to comply with federal, state, and local regulations in this area.

## **Searches**

To ensure a safe learning environment for students, school administrators will conduct searches whenever necessary in accordance with all applicable federal and state laws. Periodic maintenance inspection of lockers, or other storage areas, may be conducted.

## **Equal Educational Opportunity Policy**

The Clayton Ridge School District does not discriminate in their educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Shane Wahls and can be reached at 563-964-2321. Inquiries may also be directed in writing to Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Blvd., 8<sup>th</sup> Floor, Kansas City, MO 64153-1367, 816 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, 515 281-5294.

## **School Board Meetings**

The Board of Education normally meets on the second Thursday of each month. The public is encouraged to attend these meetings. All meeting agendas are posted 24 hours in advance with time and location.

## **Board Policy**

The Clayton Ridge School Board affirms its intent to support the school student responsibility and discipline policies, its intent to support the school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

This Elementary Student/Family Handbook is a guideline to be used at the discretion of the superintendent and staff and as a source of information for parents and students.

## **Internet - Appropriate Use**

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail address will not be issued to students. There is a vast collection of educational resources through the global network, and so it is impossible to control all available information. Students will be instructed in the appropriate use of the Internet. Each student and parent will be asked to sign a usage form.

## **Computer User Agreement Policy**

All staff, parents and students must complete and abide by the Computer User Agreement. You may find it available with the Technology Coordinator or the Building Principal.

## **Elementary Staff**

### **Staff:**

Shane Wahls, Principal, Superintendent  
Shirley Balk, Elementary Secretary  
Brenda Bodish, Kindergarten  
Nicole Hampton, Preschool  
Karen Geuder, Kindergarten  
Mary Streich, 1st Grade  
Annette Willenborg, 1<sup>st</sup> Grade  
Judy Clefisch, 2nd Grade  
Karen Reichard, 2nd Grade  
Kathy Connelly, 3<sup>rd</sup> Grade  
Tami Palmer, 3rd Grade  
Sara Lawrence, 4-5 Grade (Social Studies, Language Arts)  
Jill Stannard, 4-5 Grade (Science, Language Arts)  
Rondee Troester, 4-5 Grade (Math)  
Tadd Schutte, Physical Education  
Kendra Wilke, Vocal Music  
Lori Bunting, Resource  
Kelsey Vlazney, Resource  
Michelle Fassbinder, TAG  
Michelle Hansel, Title I Reading  
Sarah Zahradnik, Instructional Coach  
Stephanie Thomas, Guidance  
Deb Henkes, Technology Coach  
Melissa Harberrichter, Librarian  
Lynette Pritchard, Social Worker  
Sherrie Batts, Interpreter  
Rena Kraus, Nurse

Terry Boardman, Library Associate  
Michelle Deegan, Associate  
Cindie Kuehl, Associate  
Melissa Lacy, Associate  
LeAnn Peterson, Associate  
Pauline Rieck, Associate  
Tamie Schaefer, Associate  
Tonya Schaefer, Associate  
Deb Vaughn, Associate  
Hilary Wahls, Associate

## **Peanut-Free Snacks**

**When purchasing snacks or birthday treats for a school event, please read all the ingredients carefully. Avoid snacks that contain peanuts, peanut flour, peanut oil and that are manufactured in a factory that may contain peanuts.**

Below is a list of snacks that are peanut free at this time. It is always important to read ingredient labels since manufacturers change production methods.

### **Cereal/Bars**

#### **General Mills**

Cinnamon Toast Crunch  
Kix, Berry Berry Kix  
Lucky Charms  
Rice Chex, Corn Chex, Wheat Chex  
Trix

#### **Kellogg's**

Cereals-Corn Pops, Crispix, Fruit Loops, Post Alpha Bits, Quaker Cap "N Crunch  
NutriGrain – Apple, Blueberry, Raspberry  
NutriGrain Twist – Banana & Strawberry, Strawberries & Cream

#### **Post**

Honey Combs

### **Cheese/Dairy**

#### **Sargento**

Mootown Snacks – Cheese & Pretzels, Cheese & Crackers, Cheeze & Sticks

#### **Yogurt**

Go-Gurt, Drinkables

#### **Other Cheeses**

Sliced, cubed, shredded, string cheese, cream cheese, spreads, dips

### **Crackers/Chips/Cookies**

#### **Austin**

Zoo Animal Crackers

#### **Betty Crocker**

Cinnamon Graham Cookies  
Dunk Aroos  
Sprinkled Vanilla Frosting

#### **Frito Lay**

Cheetos – Crunch, Zigzag, Puffs  
Rold Gold Pretzels  
Sun Chips – Original, Sour Cream, Cheddar, Classic, Flavored

#### **General Mills**

Bugles – Original

#### **Keebler**

Bite Size Snackin Grahams – Cinnamon, Chocolate  
Elf Grahams – Honey, Cinnamon



Fudge Stripes Shortbread Cookies  
Golden Vanilla Wafers  
Grasshopper Mint Cookies  
New Rainbow Vanilla Wafers  
Munch'ems – Sour cream & onion, Original, Ranch, Cheddar  
Snack Stix  
Sugar Wafers  
Toasteds – Wheat, Buttercrisp  
Town House Classic Crackers  
Wheatables – Original, Honey Wheat, Seven Grain

**Kraft**

Handi-Snacks – Cheez 'N Crackers, Apple Dippers, Cheez 'N Pretzels  
Handi-Snacks Teddy Graha.m.s – Honey, Chocolate

**Nabisco**

Air Crisps  
Potato-Sour Cream & Onion, Ranch, Barbeque, Cheddar  
Pretzel – Original  
Ritz – Original  
Wheat Thins – Original, Ranch  
Barnum Animal Crackers  
Cheddar Sportz  
Cheese Nips  
Dizzy Grizzlies – Vanilla Frosted, Chocolate Frosted  
Graham Crackers – Honey Maid, Cinnamon, Chocolate  
Newtons – Fig, Cobblers, Raspberry, Apple  
Ritz Crackers – Original  
Saltine Crackers  
Teddy Cheddy  
Teddy Grahams – Cinnamon, Chocolatey Chip, Chocolate, Honey  
Triscuits, Triscuit Thin Crisps  
Wheat Thins

**Old Dutch**

Baked Cheese Curls  
Chips  
Crunchy Curls  
Pretzels

**Pepperidge Farm**

Butter Thins  
Goldfish – any flavor  
Goldfish Graham Snacks – Honey, Cinnamon, Golden

**Pringles**

Any Flavor

**Sunshine**

Big Cheez-It  
Cheez-It - Regular, Reduced Fat  
Hi Ho Crackers – Regular, Reduced Fat

**Fruit**

**Fresh** – Apples, Bananas, Oranges

**Packaged** – Apple Sauce, Apple Sauce Mixes, Diced Pears, Peaches, Raisins,  
Mandarin Oranges

**Fruit Snacks** – Fruit Roll Ups, Fruit by the Foot, Fun Fruit

## **Jell-o and Pudding Snacks**

### **Popcorn**

#### **Barrel O'Fun**

Corn Pops (No Kernels)

#### **Frito Lay**

Cheddar Cheese

Chester's Popcorn Butter

#### **Old Dutch Popcorn**

Carmel Puff Corn, Cheddar, White, White Cheddar

### **Vegetables**

Fresh Carrot Sticks, Celery Sticks

### **Special Treats**

#### **Cakes/Cupcakes**

Cub Foods Bakery, Kowalski's Bakery, Sam's Club Bakery  
White, Chocolate, Marble Cakes

### **Candy**

Air Heads	Dum Dum Pops	Gum Drops
Hershey Kisses – Milk Chocolate, Extra Creamy		Jolly Ranchers
Junior Mints	Life Savers	Lollipops
Mike & Ikes	Milk Duds	Nerds
Oompas	Ring Pops	Rolos
Runts	Shock Tarts	Sixlets
Skittles	Smarties	Spree
Starburst	Sugar Babies	Sweet Tarts
Tootsie Pops	Tootsie Rolls	Twizzlers

### **Cookies/Donuts**

#### **Cub Foods Bakery**

Donuts/Donut Holes – Glazed, Powdered Sugar, Sugar  
Sugar Cookies

#### **Kowalski's Bakery**

Iced Sugar Cookies  
Donut Holes – Plain, Glazed

### **Ice Cream / Frozen Treats**

#### **Edy's**

Whole Fruit Bars

#### **Flavorice – "Freezies"**

#### **Good Humor Popsicles**

Sherbet Cyclone

#### **Icee – Squeeze up tubes**

#### **Italian Ice**

#### **Kemps**

Fudge Bars – Regular & Junior Size  
Ice Cream Bars  
Ice Cream Cups  
Ice Cream Sandwiches – Regular, Mint Chocolate Chip  
Twin Pops – any flavor  
What's Up Orange Sherbet Treats

**Klondike**

Oreo Ice Cream Sandwiches

**Minute Maid**

Soft Frozen Lemonade

**Polar Express**

Ice Cream Sandwiches

## **SUGGESTIONS TO USE INSTEAD OF CANDY TREATS**

Small Books

Stickers

Crayons

Theme Band-aids

Clay

Sidewalk Chalk

Shoelaces

Homemade Puzzles

Fresh Fruit

Pencils

Bubbles

Balls

Erasers

Book Markers

Decorated Box

Construction Paper

Shaped Soap

Notepads

Puppets

Shells

Coupons for Restaurants

Fingernail Decals

Tattoos

Rings

Small Cars

Collector's Cards

Art Supplies

Packets of Hot Cocoa

Homemade Play Dough

Fancy Rocks

Game Cards

Raisins or Dried Fruit

String Cheese

Dear Parent/Guardian,

Please read and sign this form. Return the form as soon as possible.

Thank you.

---

I have received and reviewed the CLAYTON RIDGE ELEMENTARY SCHOOL HANDBOOK.

---

Parent/Guardian Signature

---

Date

---

Child's Name

---

Present Grade

**Please SEND this form back to school with your child.**