



Carrie Lee Elementary School

Student Handbook

Viking Pride
Be Respectful
Be Responsible
Be Safe

It is the policy of the Decorah 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 have questions or a grievance related to this policy please contact the district's Equity Coordinator. Call the Central Office at 563-382-4208 for information.



Viking Pride: Be Respectful, Be Responsible, Be Safe

Dear Carrie Lee Families,

We welcome you to all of the potential, anticipation, and joy that the 2018-2019 school year will hold. At Carrie Lee Elementary, we have a staff of caring, wise, and innovative people who are here to make sure that each child who walks through our doors receives an education that is specific to each individual!

It is very important that as a school we work in a close partnership with all who have a vested interest in the education of our students at Carrie Lee. As time has showed us, the better the connection between home and school, the better the potential for amazing achievement of each and every student. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all assignments given by teachers
- Reads daily outside of school hours to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject

Each student will be introduced to and reminded of our Viking Pride statement which is to ...

Be Respectful, Be Responsible, Be Safe

Students will be introduced to our common expectations and encouraged to meet them daily through positive support. It is neat to see the ways in which each student adapts their own lives to these words and uses them to help others both in and out of the school setting.

Our teachers continue their work with Professional Learning Communities (PLC) as we strive to implement strategies to differentiate instruction to meet all our student's needs. The Carrie Lee building is the home base for our district's instructional coaches. Coaches are people who work closely with teachers to give additional support, provide resources, and monitor student progress.

We also have many outstanding people on our staff, which include custodians, administrative assistants, paraeducators, cooks, and maintenance crew. These people have been working very hard all summer to make sure that our school looks shiny for the new school year.

We have many new ideas and plans for the year that will work to increase achievement, contribute to making learning life long, and prepare students to continue on as learners who have a desire to learn!

The staff is ready, the school is ready so let's get this new year rolling to see what we can achieve together as a team!

Sincerely,
Ms. Sarah Tobiason
Carrie Lee Principal/District Special Education Director



**The vision of the Decorah Community School District
is to create a student-centered environment where...**



Cooperation and teamwork are valued



Competent professionals lead



Community partnerships flourish



A Commitment to excellence prevails



LifeLong Learning continues

Carrie Lee Elementary Staff and Assignment

Sarah Tobiason – Principal/Director of Special Education

Alison Donlon – Administrative Assistant

Teacher/Staff	Position	Teacher/Staff	Position
Katie Casterton	Third Grade	Ann Fjelstul	Fourth Grade
Jennifer DeLaRosa	Third Grade	Tyler Wedemeier	Fourth Grade
Karen Klotzbach	Third Grade	Elliott Johnson	Fourth Grade
Stacy Knight	Third Grade	Kerry Johnson	Fourth Grade
Jackie Panos	Third Grade	Carol Lutkenhaus	Fourth Grade
Elise Bennett	Resource Teacher	Sarah Zbornik	Music
Jonathan Koch	Resource Teacher	Rachelle Branum	Art
Kari O'Hara	Extended Learning	John Hines	P. E.
Amanda Hahn	Counselor	Michaela Seeman	Teacher Librarian
Julia Benson	ESL Teacher	Steve Larson	Keyboarding
Linda Kirkeberg	Interventionist	Julie Goedken	Nurse
Luann Schmitt	Reading Teacher	Cheryl Cline	Associate
Deb Prestsater	Inst. Media Assoc.	Sharon Weselman	Associate
Kelly Johnson	Home School Assistance	Tyler Stevens	Associate
Patty Dahlen	Head Cook		
Ron Kregel	Custodian		
Randy Syverson	Custodian		



CARRIE LEE CHEER

C-A-R-R-I-E LEE!

**THIS IS THE WAY
WE WANT TO BE**

**CARING
ATTITUDE
RESPONSIBILITY!
RESPECTFUL
INTELLIGENT
EXCELLENT ARE WE!**

**LIVING
EVERYDAY
ENTHUSIASTICALLY!
GO.....CARRIE LEE!**

ACADEMIC EXPECTATIONS

The Iowa Common Core Standards guide our curriculum and instruction. These guidelines focus on preparing students to be college and career ready. The Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them.

Expectations for Students

- Complete quality work with pride.
- Write assignments in planners and ask for clarification from teachers when needed.
- Take home materials that are needed to complete assignments at home.
- Meet with your teacher about work you may have missed while you were absent.

Expectations for Parents

- Provide your child with adequate sleep and nutritious food.
- Periodically check your child's planner; monitor for long-range assignments and tests.
- Encourage, motivate, and support your child to complete his/her assignments independently.
- Although there may be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (on average, a 3rd grader would spend 30 minutes, a 4th grader would spend 40 minutes, and so on). Taking more time than outlined would mean that the child and teacher need to meet to make sure that learning is taking place.

Expectations for Teachers

- Provide meaningful work and feedback to enhance practice, preparation, or elaboration.
- Coordinate among other grade level team members.
- Monitor homework on Wednesday nights.
- Provide suggestions on how to plan and complete long-range assignments.
- Ensure students understand how to complete assignments.



Expectations for Carrie Lee Students

- To show, at all times, respect for authority, fellow students, school property, and the property of others. Follow the PBIS expectations in common areas.
- To do away with a bullying mentality. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending him/herself.
- To be responsible by showing an interest in learning and being well prepared at all times, including completing assignments on time.
- To show good school spirit by supporting school activities and demonstrating good sportsmanship whether winning or losing.
- Portable CD players, radios, cell phones, iPods, etc. are not allowed to be used during the school day from 8:00 A.M. to 3:00 P.M. If a student's electronic device is turned into the office, a parent will be notified to come to the office and sign for the device.
- Skateboards, roller blades, or scooters must not be used on school grounds and must be stored in the bike rack during school hours.

Common Area and Bus Behavior Expectations In All Areas: CLE Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Hallways

- The students will walk on the right side of the stairs.
- The students will use the shortest route to their destination.
- The students will not loiter or congregate in restrooms, hallways, or by lockers.

Assemblies

- The students will engage in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the activities.
- Students will enter and exit the assembly area in a quiet manner.

Office

- Students will be in the office only with permission from the instructor.
- Students will return to the classroom if the office personnel is not there.
- Permission is needed to use the office phone.

Bus

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders shall be seated and facing forward when the bus is in motion.
- Riders should be courteous to the driver and fellow passengers.
- Riders shall help keep the bus and the area around the bus stop clean.

Football Games

- It is strongly suggested that all children be accompanied by an adult when attending football games. Student safety and consideration for other spectators is of the utmost importance.
- Students will view the game from the bleachers or designated areas.
- The behaviors expected of children while at school apply to all DCSD events.
- Balls and other play equipment should not be brought to the game.
- Students should remain on the home side.
- While the national anthem is being played, students are expected to stand and face the flag and remove any headwear.
- Students who cannot follow rules will be asked to leave the game. Admission will not be refunded.



ATTENDANCE

The following procedures shall be followed in enforcing the provisions of the Iowa Code regarding Compulsory Education in the state of Iowa.

To Report an Absence

A parent or guardian is to contact Carrie Lee Elementary School at 382-3771 by 9:00 AM the day of the absence. If at that time you would like to have your child's work gathered by the teacher, please let the office know when you would like to pick it up or with whom it should be sent home.

Excused Absences

If the student is going to be gone due to medical, dental, vacation, or other reason, the office must be given a note or have received a phone call prior to or the day of the absence. Failure to do this will result in the absence being considered unexcused. Please see the principal concerning extended vacation absences. Examples of excused absences may include but are not limited to:

- Health care appointments.
- Anticipated absences: trips with parents or adult supervised church activities, family wedding, funeral, or required court appearances. (Proper procedure must be completed in advance of absence to be recorded as excused).
- Special cases approved, in advance, at the discretion of the principal.

Excused Absences Guidelines

- Students are allowed ten (10) excused absences per school year; any further absences would need to be excused by a physician or medical practitioner. If a physician does not excuse the absences, they will be marked unexcused.
- Students are considered truant if more than 10 days per semester are missed. This falls under district policy and Iowa Law Truancy **Iowa** Code, Chapter 299, covers compulsory school attendance and **truancy**: "The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age (6-16 years old), shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction."
- If excessive excused absences begin to have a negative impact on academic, social, and /or emotional behavior, mediation meeting will be set to discuss an attendance plan.
- If attendance does not improve, further action will be taken by the school according to the law.
- Any extenuating circumstances leading to multiple excused absences should be addressed in a meeting between the parent and the school administrator.

Unexcused Absences (DCSD Board Policy Code No. 501.9)

Any absence from school or a class, including tardies, which are not approved by the school principal, shall be unexcused absences. Students are subject to disciplinary action from unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work on time. It shall be the responsibility of the student to initiate a procedure and timeline with the student's teacher to complete missed work. Examples of an unexcused absence may include, but are not limited to the following: tardiness, shopping, hunting, concerts, hair appointments, tanning sessions, preparation or participation in parties and other celebrations and employment.



Procedures for Unexcused Absences (DCSD Board Policy Code No. 501.9R1)

Definition: Regular attendance is very important if a student is to receive maximum benefits from the instructional program. There are times when a student has no control over his/her attendance because of illness or other emergencies. However, a student does have control over unexcused absences. Therefore, a student who has an unexcused absence will be subject to disciplinary action.

Any of the following shall be deemed an unexcused absence:

- Failure to report to the school without consent of the building principal.
- Leaving the school building or grounds without first obtaining permission from the office.
- Failure to report to a class, an assigned study hall, or other areas without permission from the office, faculty member, or nurse.
- Leaving any assigned area without the permission of the person in charge.

Responding to Unexcused Absences:

- The attendance liaison officer shall make contact with the student and/or the student's parents. If the student has 5 unexcused absences, the parent/guardian will be contacted to develop a plan for intervention.
- After a student has accrued 10 instances of unexcused absences and the building-level administration has exhausted means available to the school to assure that the student is in regular attendance, a registered letter will be forwarded to the County Attorney and to the parent/guardian. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

BIRTHDAY CELEBRATIONS

Birthday treats are a memorable way to celebrate the day at school. It is our policy to allow **only store-bought treats**. We encourage healthy snacks with less sugar, such as cheese and crackers, veggies and dip, cereal mixes, etc. Please avoid peanuts, tree nuts and anything processed with peanut butter. It is preferable for birthday invitations to be mailed, and not distributed at school.

BOOK BAGS

Students may use book bags to carry books back and forth from home to school. Lockers measure 15" x 15" x 60" and book bags must fit in the locker. Students are notified and reminded that the locker assigned to them may be used to store coats, cold lunches, books, notebooks, and papers pertaining to school only. Perishables must not be left in the lockers overnight. It is highly recommended that personal items such as cameras, watches, money, cell phones, computers, etc. should be left in the office for safekeeping and should not be kept in the lockers. Locks will not be allowed on lockers.

Students bringing cold lunches to school are urged to print or write their name on the container in large letters. The school authorities reserve the right to inspect the lockers for cleanliness and unauthorized contents at any time in accordance with a Supreme Court ruling on January 16, 1985.

CHANGE OF ADDRESS OR PHONE

Parents and students who have a change of address or phone number during the school year must report the change to the office. It is important that the school records be kept up to date. In the event a parent changes employment and a different employee phone number is needed, please let us know immediately.



COMPUTER USAGE (Board Policy Internet 604.3 and Computer Usage 604.3)

Carrie Lee students will have access to the school district's computer system, which includes Internet access. The school district requires that each student, along with their parent(s)/guardian(s) sign a "user agreement" policy prior to the start of each school year. Use of the computer system and the Internet shall be consistent with school district policies and the mission of the school district. Students using computers for inappropriate reasons will forgo computer privileges for a determined length of time.

DAILY ANNOUNCEMENTS

Announcements will be read each morning by 4th grade students on station VIKG (Carrie Lee intercom). Groups of 3rd grade students will be responsible for reciting the Pledge of Allegiance each morning via intercom.

DEFACING PUBLIC PROPERTY (Section 2802 Code of Iowa)

If any person willfully writes, makes marks or draws characters or caricatures on the walls of any Church, College, Academy, Schoolhouse, Courthouse or other public buildings or any furniture, apparatus, or fixtures therein, or willfully injure or deface the same, or any wall or fence enclosing the same, he/she shall be fined not exceeding one hundred (\$100.00) dollars or imprisoned in the county jail not more than thirty (30) days.

DELIVERIES

Balloons or flowers should not be sent to students at school. Please arrange for birthday greetings and other special mementos to be delivered at home.

DRESS CODE

The staff and administration at Carrie Lee Elementary School will interpret the dress code in the best interest of the entire student body. Good judgment on the part of students and parents should be the primary guide for proper dress at school. Students will dress in appropriate outerwear for the current weather conditions. We take pride in the appearance of our students. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any clothing item that is deemed distracting to the learning environment is prohibited.

The following items of clothing are considered inappropriate:

- Clothing with inappropriate expressions, including drugs, tobacco, and alcohol-related products.
- Short shorts and skirts: a rule of thumb is to have the student stand with his/her hands at his/her side and the clothing item should be as long as his/her fingers.
- Flannel pajama pants
- Bicycle shorts
- Tank tops, halter tops, spaghetti straps, or bare midriffs.
- Hats or caps will not be worn in the building during the school day.
- Jeans/pants/shorts need to be worn at the waist and should not sag.
- Any accessories deemed unsafe (such as chains) will not be permitted.
- Student footwear should be conducive to running, jumping, and playing, and for safe travel on the stairways.
- During winter weather, students must wear coats, snow pants, boots, hats and mittens for outdoor recess.



EDUCATIONAL RECORDS

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

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

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may not possess radios, CD players, iPods, televisions, water guns, toys, and other similar items on school grounds or at school activities. These items often distract from our responsibilities as students and teachers. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures.

Cell phones must be kept in the student's locker and must be shut off during school. No text messaging is allowed during school. Inappropriate use of a device or a prohibited item will result in the item being taken away from the student, parents will be notified, and the device will remain in the office until the parent picks it up. ***We emphasize that the school is not responsible for lost, stolen, or damaged items.*** Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement officials may be contacted.

Decorah Community School District officials have the authority to search student cell phones or other personal technology devices (e.g. laptops, smart watches, tablets, etc.), when school officials have reasonable grounds to suspect that the student technology contains photos, text, video, audio, or other information that is evidence of a student's violation of school rules or policy or a violation of state and/or federal law.

During emergencies, absolutely NO TEXT MESSAGING is allowed. If cell phones are being used to investigate the extent of the emergency, emergency personnel may be unable to use the phone lines.

EMERGENCY PROCEDURES

Take Cover: All schools practice take cover drills for severe weather twice per semester. Students will follow signs and directions to the location for each classroom to use in the event of a tornado or severe weather. Locations are clearly posted in each classroom.

Evacuation: All schools practice evacuation drills twice per semester replicating a fire drill. Evacuation instructions are clearly posted in each classroom. In addition, schools practice evacuating to an off-site location every other year. All of these drills involve leaving the building and accounting for all students and staff members either outside or at the off-site location.

Shelter in Place: These drills are practiced once per year and are generally used when it is not safe for students to be outside and/or potential threat exists outside the building. All outside doors are locked but students generally are able to continue with their day uninterrupted.



Dangerous Intruder: The district has adopted the protocol from the U.S. Dept. of Education and Homeland Security. Students will learn and practice options that can be taken in the event of a dangerous intruder along with discussing ways of preventing these situations.

For more information on emergency plans, please visit our website at www.decorah.k12.ia.us listed under the “Info for Parents” tab; click Student Safety Information, or contact the building principal.

EQUAL EDUCATIONAL OPPORTUNITIES (School Board Code No. 500.2)

Harassment and Bullying Prohibited

The Decorah Community School District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Decorah Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student’s actual or perceived trait or characteristic, including the student’s actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee’s contract, and/or exclusion of a volunteer from District activities or premises.

Definition: Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student’s person or property
- has a substantially detrimental effect on the student’s physical or mental health
- has the effect of substantially interfering with the student’s academic performance
- has the effect of substantially interfering with the student’s ability to participate in or benefit from District services, activities, or privileges.

Sexual Harassment

It is the policy of the Decorah Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.



Definition: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favor, and other verbal or physical conduct of a sexual nature when:

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

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

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

Any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including discharge of the staff member.

Employees and students who believe they have suffered harassment shall report such matters to the building principal who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the superintendent who shall be the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.



FOOD SERVICE

School Lunch Program Guidelines

The district provides a school lunch program for all students according to the National School Lunch Program. Federal guidelines require a meal to be comprised of three (3) components before it can be considered a meal. If you are approved for free or reduced meals, you must have the three (3) components for a meal. A child or adult can mix any of the following combinations to make three (3) components: Fruit, Vegetable, Milk and/or Protein. Any other selection is considered a la carte.

A la carte is anything selected that does not constitute a meal under federal guidelines, such as choosing two (2) of the meal options. A la carte is only offered at the Middle School and the High School, except for a single carton of milk. Milk purchased with cold lunch is considered a la carte and is available at all sites. A la carte can only be used if the student has their lunch card and money in their lunch account. Parents may block or put a spending limit on a la carte for their child if he/she wishes. This can be done online or by contacting the Central Administration Office at 563-382-4208. Parents/guardians need to tell their child(ren) about account changes or blocks. Any blocked account will have item(s) removed from the lunch tray.

The Decorah Community Schools Food Service uses a computerized hot lunch accounting system called Accu-Scan. Accu-Scan utilizes a permanent lunch ticket (similar to a driver's license) with a student's specific bar code number. No information on the card can be covered, removed or damaged. The Accu-Scan machine does not accept bent or damaged tickets. Lost or damaged tickets **must** be replaced for a fee of \$5.00. Students are given a card at the beginning of each school year and must use the **current** year's school card for purchases. If a student does not have a card, they may be asked to go to the end of the line and no a la carte items may be purchased. Students may **not** use their sibling's card as meals are tracked by student and building.

Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all of their children for all schools. In the event that a lunch account balance becomes low, students will be reminded to replenish their account. Parents of students in Kindergarten through 8th grade will be sent a paper reminder in the child's backpack. High School students in grades 9-12 are notified as they go through the lunch line. If parents have signed up with an email address, they will get a daily low balance email notice. To sign up for low balance email alerts, please contact the Central Administration Office at 563-382-4208. Lunch account payments may be sent to school with the student or paid in the office.

Cafeteria Rules

- Demonstrate good manners and common courtesy.
- Remain seated and visit with students at the same table where you are seated.
- Keep your area clean.
- All students are expected to assist in keeping our cafeteria clean and prepared for the next group of students.
- Use appropriate behavior at all times.
- All food must be eaten in the cafeteria.

Breakfast

- Breakfast will be available from 7:45 a.m. - 8:05 a.m. daily in the lunchroom.
- Please allow enough time for your child to eat breakfast prior to the 8:05 a.m. bell.
- Students will use their daily lunch account number to purchase breakfast.



Lunch With Your Child

Parents are invited to have lunch with their children. Please call the school office before 9:00 a.m. to reserve a lunch. Check in with the office to receive a visitor's badge and purchase your lunch.

GUIDANCE AND COUNSELING

The guidance and counseling program at Carrie Lee Elementary School has been developed to serve the student in many ways. A counseling service is present to enable each student to discuss individually and confidentially any situation that might help them adjust to the work and activities of the school. Make use of this service whenever the need arises. The guidance office is located on the third floor, room 303.

HEALTH SERVICES

Each student must have emergency information on file in the office.

Emergency Plan: If your child has a health condition that might require emergency care, please see the nurse so that a plan is completed and kept on file at school.

Illness: Parents will be notified and students will be sent home with any of the following signs: fever (100 degrees or higher), diarrhea, undiagnosed rash, vomiting, untreated eye infection, impetigo, ringworm, or any other communicable illness. If illness warrants a student going home and the parents cannot be reached, the person designated by the parents will be contacted. Students with minor illness are encouraged to remain at school.

Injuries: Parents will be notified of injuries in apparent need of medical care. In a serious emergency, if the parents cannot be reached or the persons designated by the parents cannot be reached, students will be taken to the hospital for emergency treatment by ambulance.

Medication Policy: The medication policy applies to **all** medications used at school. This includes over-the-counter medications such as Aspirin, Tylenol, Ibuprofen, and cough syrup, as well as prescription medications, inhalers, and eye drops. No medications may be kept with the student unless the nurse has approved it. Written permission and instructions from the parent/guardian are required for all medication given or taken at school. All medication, prescription and non-prescription, must be supplied to the school in the original container and must be properly labeled with the following information:

- Student's name
- Name of medication
- Dosage or amount to be given
- Time the medication is to be taken at school and for how many days
- Physician's name
- Special instructions such as *take with food* or *take 1/2 hour before eating*.

On the first day that your child needs medication, a written note including all of the above information is needed from the parent before the medication can be given at school. On this same day, your child will be given a medication permission form to take home for a parent/guardian to complete and return to school the next day. The medication permission form **must** be on file at school for medication to continue.



It is the responsibility of the student to report to the office at the time the medication is to be taken. Students will be reminded if they forget to go to the office to take their medication. At the end of the year, parents are encouraged to stop at the office to collect any remaining medication. Medication will not be sent home with students. Any medication that is still in the office at the end of the school year will be disposed of unless other arrangements have been made with the school nurse.

Physical Education: A doctor's excuse is required when a student is not able to participate in physical education class. Students will re-enter class on the date stated on the doctor's excuse. To enter class at an earlier or later date, a note from the doctor is needed.

TB Test: A TB test is required as a condition of enrollment for all newly enrolled, foreign-born students. Students who have been living in a foreign country for six months or more will also need to be tested before re-entering school.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

LIBRARY MEDIA CENTER

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

Books will normally have a two-week circulation period with a one-week grace period. Reference books, magazines and reserve books are due back in one day. They should be returned before school in the morning. Current magazines may not be checked out. Non-print materials may be checked out of the library; check out period will vary.

MESSAGES

Messages may be left at the office and will be delivered to classroom teachers.

MORNING ENTRANCE

At the beginning of each school day, third (3rd) graders will enter the east door and fourth (4th) graders will enter the west door. Before school, any student may enter the center door if he/she needs to go to the office, see a teacher before the bell rings or eat breakfast. Students may seek assistance from a teacher beginning at 7:45 a.m. only after they report to the office first.

OFFICE HOURS

Office personnel are available in the school office from 7:30 a.m. to 4:00 p.m. each weekday. The Carrie Lee phone number is 563-382-3771.

PHYSICAL RESTRAINT OF STUDENTS

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 on 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 will provide documentation of the restraint within three school days of the incident.

[U.S. Department of Education Restraint and Seclusion](https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf)
<https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>

PLAYGROUND AGREEMENTS*

We Value: Fair Play.

We support: You can't say, you can't play.

We use: Walk, Talk, Rock.

We agree to: Play by the Rules.

We know: We are heroes when we stand up for each other.

Swings:

One person on a swing.

Stay seated; chains stay straight.

Others need to stay clear of swing area.

X-Wave:

All riders must be **seated** at all times, legs straddling, not side-saddle.

No standing or "walking" on X-Wave.

Hang Around:

One person per hanger.

Others stay clear of those on equipment.

Do not grab or pull on anyone hanging from bar.

Play Structure:

On slides, go DOWN only, feet first.

Go one direction on monkey-bars; do not grab or pull anyone hanging from bars or climbers.

Spider Web:

Use hands and feet on climber (4 points of contact).

Check around you before jumping down.



Additional Playground Agreements:

- Only safe games (activities where physical injury will be unlikely) will be allowed on the playground.
- Games are to be played in designated areas.
- Students must get permission from the duty teacher to go to the nurse or to go into the building for any reason.
- Students shall show respect for fellow students and staff and report illegal, violent, abusive, or threatening behaviors to the supervisor.
- Students will dress appropriately for the weather.
- It may be necessary to share equipment and play areas. Take turns. Students shall use only school equipment on the playground.
- Students are expected to line up quickly and orderly when recess is over and enter the building in a quiet, orderly manner.
- Stay on playground side of corner wall. Do not climb on wall.

***These rules apply at all times, including before and after school hours.**

REPORT CARDS

Report cards for Carrie Lee students are issued at the end of each nine-week grading period.

SCHOOL DAY

Students will not be allowed to enter the building prior to 7:45 a.m. Supervision is not provided outside prior to 7:45 a.m. It is very important to be mindful of the weather, especially in cold months of the school year. The first Carrie Lee bell rings at 7:58 a.m. The second bell indicates the beginning of the school day at 8:05 a.m. Dismissal is at 3:05 p.m. Students are expected to arrive promptly to class and be prepared to learn. If, for any reason, students arrive late to school or must leave early from school, they must report to the office for a pass to class or permission to leave.

SCHOOL MESSENGER

School Messenger is the **official** district notification system. Voice, email, and text messages are delivered from School Messenger for school closings, delays, general information, and emergencies. Please be sure PowerSchool data is current to ensure School Messenger communications are delivered.

STANDARDIZED ASSESSMENTS

Carrie Lee students will take Iowa Assessments (IA) and Measures of Academic Progress (MAP) to monitor achievement. IA will be given in January and MAP will be given in September and April. MAP testing assesses growth; students are encouraged to set goals to achieve their growth target. Additionally, students will be assessed twice a year with the FAST universal screener and the Benchmark Assessment for literacy.

IA	2017 Standard Score	2018 Standard Score	MAP Scores	Fall Score	Spring Goal	Spring Score	Did I make my goal?
Reading			Reading				Yes No
Math			Math				Yes No
Science			Language				Yes No



STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

It is the policy of the Decorah Community School District that elementary students be accompanied by their parents at district activities and athletic events. The expectation is that students sit with an adult and are supervised during times they are attending the event.

STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT SEARCHES

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

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

- eyewitness observations by employees,
- information received from reliable sources,
- suspicious behavior by the student, and/or
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- the age of the student,
- the sex of the student,
- the nature of the infraction, and/or
- the emergency requiring the search without delay.

TELEPHONE

The telephone in the office is available to students with the permission of staff personnel.

TRAFFIC PATTERNS

Morning drop-off

Buses will drop off students on Vernon Street in front of Carrie Lee. We discourage vehicle traffic on Winnebago and Vernon Streets during the morning and afternoon when buses are present. **Students being transported by parents must be dropped off on River Street.**

Afternoon Pick-up

Winnebago Street and Vernon Street will be the bus hub in the afternoons. Again, **we ask that vehicle traffic be limited to River Street for pick-up.** Carrie Lee Students will be dismissed at 3:05 p.m.



VISITORS

Our doors are locked during the day. Visitors are welcome at Carrie Lee and will use the center door to enter the building. **All school visitors will report to the office to sign in and receive a visitor pass.** If items need to be dropped off for students, please leave these at the office so that instructional time is not interrupted. Adult visitors may wish to visit classes, eat lunch, or talk with staff or students. Parents are expected to make prior arrangements if they wish to visit their child's classroom. Please plan visits at times other than the first or last weeks of the school year. All visitors must use the center entrance. Student visitors must be approved by the principal, and are not allowed other than visiting during lunch and recess time.

WEAPONS (School Board Policy Weapons 503.3)

The Decorah Community School District will not permit or tolerate the possession, display, or use of weapons and/or other dangerous objects by any person on school premises or vehicles, while the person is participating in or attending District events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of this policy will be reported to law enforcement agencies as required by law. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis and may allow the Iowa National Guard, United States reserve forces or training corps to perform honor guard services on school grounds.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, BB guns metal pipes, chains, metal knuckles, fireworks, explosives or other chemicals, and simulated weapons, including toys.

Students may be subject to expulsion for at least one calendar year for violating this policy. The administration or Board may impose a lesser sanction if in their judgment all of the circumstances surrounding the incident warrant a less severe sanction.

WEATHER CANCELLATIONS

- Radio Stations: KDEC (100.5 FM or 1240 AM)
KVIK (104.7 FM)
- Television Stations: KWWL (Channel 7)
KCRG (Channel 9)
- Decorah Community School District website
- School Messenger