



# CLARKE ELEMENTARY SCHOOL

## **WELCOME TO CLARKE ELEMENTARY!**

*School Colors - Maroon and White  
Mascot - Indians*

**MISSION:** We empower leaders!

**VISION:** We empower learners who become capable leaders.

**BELIEFS - We Believe:**

- Every child can learn.
- Every person is a leader.
- Everyone is responsible for his/her choices, and every choice has a consequence.
- A safe, caring, and inclusive environment is essential to a productive learning climate.
- Schools working together with the community promote greater student achievement.

Please take time to read this handbook and contact any of our staff with questions. We take pride in our school and students and are excited for you to join us on this educational journey.

Jill Kiger  
Principal

Randy Bolton  
Assistant Principal

*We Empower Leaders*

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**WWW.CLARKE.K12.IA.US**

# TABLE OF CONTENTS

Welcome .....	
Definitions .....	3
Equal Education Opportunity .....	3
Jurisdictional Statement .....	3
 <u>GENERAL INFORMATION</u>	
Attendance-Absences & Tardies.....	4
Access to Building .....	5
A.L.I.C.E .....	5
Animals in the Classroom .....	6
Asbestos Notification.....	6
Bicycles .....	6
Cell Phones .....	6
Class Lists .....	6
Class Parties.....	7
Classroom Coordinators/Room Parents .....	7
Delivery of Flowers and Gifts.....	7
Distribution of Party Invitations .....	7
Dropping Children Off Before School .....	7
Emergency Drills .....	7
End of the Day Dismissal.....	7
Field Trips .....	8
General Education Intervention Notice .....	8
Gum/Candy.....	8
Homecoming Activities.....	8
Homework .....	8
Human Growth and Development .....	9
Intervention .....	9
IPad .....	9
K.I.D.S. Team.....	9
Leaving the School Grounds .....	9
Library / Media Center .....	9
Lost and Found .....	10
Multicultural, Gender Fair Education .....	10
Music Programs, Vocal & Instrumental .....	10
Online activity and usage.....	10
Open Enrollment .....	10
Parent Visitation, Classroom and Lunchroom .....	10
Physical Education.....	11
Picking Up Children After School .....	11
Progress Reports.....	11
Promotion Policy .....	11
P.T.C.O. (Parent Teacher Community Organization) .....	11
Recess .....	12
Safety Practices.....	12
Section 504 Plans.....	12
School Closing Information.....	12
School Internet / Network Policy.....	13
School Pictures .....	13
Sharpen the Saw.....	13
Skateboards and Roller Blades .....	13
Special Education Services.....	13
Starting, Ending, and Arrival Times.....	14
Student Directory Information .....	14

Student Records / Release of Information .....	14
Telephone Usage, of school phones .....	14
Testing Program.....	14
Title I Programs.....	14
Toys, Electronic Devices, and Video Games .....	15
Transportation Notes (Bus) .....	15
Volunteers .....	15
 CONDUCT AND DISCIPLINE INFORMATION	
Abuse of Students by School Employees.....	16
Abusive Language.....	16
Bus Rider Discipline.....	16
Bus Riders Behavior Expectations.....	17
Bus Misconduct & Consequences.....	17
Bus Video Cameras Regulations .....	17
Disruption of School.....	18
Fighting.....	18
Hair Dye, Face Painting & Tattoos.....	18
Harassment Policy .....	18
Harmful or Hazardous Equipment or Substances.....	18
Hats & Head Wear.....	19
Insubordination.....	19
Restraint Policy-Corporal Punishment.....	19
Safe Culture .....	20
Search and Seizure Policy .....	20
Stealing .....	21
Student Appearance .....	21
Student Conduct.....	21
Student Expulsion .....	22
Student Suspension .....	23
Threats of Violence .....	24
Time out room .....	24
Vandalism .....	24
Weapons.....	24
 HEALTH INFORMATION	
Administration of Medicines to Students.....	25
HAWK-I Insurance.....	26
Immunization.....	26
School Nurse .....	26
Student Injury or Illness at School.....	26
 APPENDIX-I:	
Guidance Counseling Information.....	27
Homeless Policy .....	27
 APPENDIX-II:	
Distribution of Materials Regulation.....	28-30
 DOCUMENTS:	
School Bus Win Win Agreement	
Technology Expectations (Board Policy 605.6)	

## DEFINITIONS

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

## EQUAL EDUCATION OPPORTUNITY

The Clarke Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability, socioeconomic status, or veteran status in any program or activity. Inquiries or grievances regarding compliance of Title VI, Title VII and Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), Iowa Code sections 216.9 and 19B.11 may be directed to Steve Seid, Superintendent of Schools and Equity Coordinator at 802 N. Jackson St., Osceola, IA 50213, (641) 342-4969

## JURISDICTIONAL STATEMENT

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

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

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

The school district reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students and/or parents are expected to know the contents of the handbook and comply with it.

# General Information

## ATTENDANCE-Absences and Tardies

### **Absences:**

Regular attendance is very important. The development and reinforcement of learning skills is a continuous process and good attendance certainly helps to produce educational growth and achievement.

Our first concern, when a child is not at school is for his/her safety, and our second concern is for the student's educational development. Your cooperation and communication are essential in the following guidelines:

1. If your child is going to be gone from school, please call the office between 7:30-9:00AM to let us know of the absence. We will then inform the teacher so he/she will know that the student will be absent. Please have a parent call rather than the student.
2. After 8:10AM teachers input attendance and staff members check those names against the list of parent/guardian reported absences. Students who are absent and have not had a parent call the school office will be verified by the school staff each day. Parents will be called either at home or work to verify the student's absence. All absences must be reported within one day of the absence to be considered excused.
3. Please do not schedule family vacations during school days. We want to communicate that school is important. Student absences represent a large amount of lost instruction. It also means lost instructional time for other students when the teacher has to prepare makeup assignments and reteach skills when students return. We appreciate your cooperation.
4. If you will be gone for an extended time and students will be staying with others, please contact the school secretary.
5. Schoolwork missed because of absences must be made up within 2 days for the first day of absences and 1 day for each day of absence after first day. The time allowed for make-up work may be extended at the discretion of the classroom teacher (See Board Policy *Code No. 501.10R1 for additional information*).
6. Absences for the following reasons will be considered:

➤ **Excused:**

- Student illness
- Death or serious illness in the immediate family or household
- An emergency at home / family
- The funeral of a relative or close friend
- Medical or dental appointments
- Court appearances
- Vacations (\*with prior approval)
- Other absences when permission has been granted in advance by the principal

*\* Absences that have the prior approval of administration are excused. Prior approval forms will be used. All schoolwork must be made up in advance, or arrangements made to make up work.*

➤ **Unexcused:**

Non-verified absences	Personal Days
Parties / Celebrations – preparation or participation	Concerts
Vehicle breakdown / No transportation	Missing a bus
Hunting / Fishing	Shopping
Oversleeping, by parent or students	Babysitting
Other absences not on excused list*	

*\* Students absent from school for any reason may be requested by the school to submit a written explanation or specific reason for their absence, the specific days of time they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent (See Board Policy Code No. 501.10R1).*

7. Excessive Absenteeism is any absence beyond 10 days per academic semester. If a student misses more than 10 days documentation will be required to excuse further absences.

Attendance is monitored by school personnel, such as, school secretaries, classroom teachers, school counselors, building administrator, or the districts court liaison officer. If a student's attendance is a concern, one of the above personnel will contact the student's parents to communicate their concerns. If a solution is not found, a parent meeting will be held to determine what the next step will be.

**Tardy**

Arriving at school on time not only gets students off to a good start on their school day, but it helps establish life-long patterns of promptness and responsibly which are valued in the world of employment. It is the responsibility of the students' parents to notify the office when students will be tardy.

A child will be considered tardy if they arrive before 9:00AM. If a student arrives after 9:00AM, they will be considered absent for the first half of the day.

Tardies are monitored by school personnel, such as, school secretaries, classroom teachers, school counselors, building administer, and the districts court liaison officer. If a student is habitually late for school, one of the above personnel will contact the student's parents to communicate their concerns. If a solution is not found, a parent meeting will be held to determine what the next step will be. Excessive tardies may be turned over to the county attorney.

**ACCESS TO BUILDING**

In an effort to ensure a secure environment for students, school doors will be locked during school hours. Access can be made through the main entrances on either the north or south sides of the school, near the main office. **Circle drive doors will open in the morning at 7:30 for students to go to breakfast or Sharpen the Saw activities.**

Doors will remain locked during the school day, (8:15-3:00) or until staff dismiss students at the end of the day. *Please do not seek to gain entrance by any means through any exit other than the main doors located at entrances 1 and 7.*

**A.L.I.C.E.**

A.L.I.C.E is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make

informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

#### ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances. Permission from the classroom teacher or the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus.

#### ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plan for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

#### BICYCLES

Students who ride bicycles to school are requested to park them in an orderly fashion and in the bike racks located at the northwest side (Kossuth St.) of the building. They are requested to park them upon arrival at school and leave them until ready to return home. For safety reasons, riding bicycles on school grounds during school hours will not be permitted. Bicycle riders should know the rules of the road and follow them. Children who continually fail to follow the bicycle regulations may be asked to leave them at home.

#### CELL PHONES

Cell phones should be turned off during the school day. Students should not use their cell phones during the regular school day. Usage of cell phones will result in confiscation by the teacher or principal. Consistent noncompliance will result in confiscation of cell phone, parent phone call and the phone will not go home with the student. (See also, Telephone Usage, of school phones.) Cell phones should not be used during before school activities (recess, library, sharpen the saw, etc).

#### CLASS LISTS

The criteria for assigning students to class lists is based on a number of factors including the student's involvement in and scheduling for special education or Title services, gender balance within each classroom, number of students in the class and teacher recommendations.

If parents prefer their child not have a particular teacher, or prefer he/she not be placed in a class with a specific child (for example, cousin, step-brother or sister, best friend), a written request **on the specific form sent home will need to be returned to the principal by the deadline given.** Parents may list only one teacher in each grade level in whose class they prefer their child not be placed. Class lists will be available after registration.

#### **CLASS PARTIES**

Fall, winter or spring parties may be celebrated. (Please note that students do not dress up for Halloween, nor is hair dye or face painting allowed.) We encourage store bought treats.

Food or drink provided at class party needs to be consumed in the classroom or it will need to be put away in a backpack to be consumed at home. **No treats should be eaten on a school bus.**

#### **CLASSROOM COORDINATORS / ROOM PARENTS (optional)**

Sometime during the first month of school the classroom teacher may make arrangements to select which parent(s) will act as classroom coordinators/room parents for the school year.

Classroom coordinators/room parents assist the classroom teacher and pupils in preparing the refreshments and activities for celebrations.

#### **DELIVERY OF FLOWERS AND GIFTS**

The school cannot accept the delivery of flowers and/or gifts for students during the regular school day. This creates a problem when some children receive flowers or gifts and others do not. It also causes extra work for school personnel to see that the final delivery is made. In addition, balloons and bouquets create vision problems for bus drivers. The school regrets if this policy appears unaccommodating but believes the problem would be solved if floral shops were asked to make the deliveries to the home.

#### **DISTRIBUTION OF PARTY INVITATIONS**

Please do not send birthday party invitations to school to be handed out. A child left out or not invited will have hurt feelings, which can adversely affect the culture of the class. Invitations may be sent back home with the child.

#### **DROPPING CHILDREN OFF BEFORE SCHOOL**

You may drop-off children before school at either the north (circle drive, Jefferson Street) or west (Kossuth Street) entrances of the building. Please do not drop-off children on the south (Cass Street) entrance of the building. Buses unload in this area and vehicles in this locale may create an unsafe situation. Circle drive entrance doors are open at 7:30 a.m.

#### **EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado and crisis (A.L.I.C.E) drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper 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 district's policies, rules and regulations, may be reported to law enforcement officials.

#### **END OF THE DAY DISMISSAL**



Students are expected to go directly home or to locations directed by their parents immediately at the close of the school day. Students who walk home from school will be released after the buses have departed. If students are to be picked-up by anyone other than their parents, arrangements must be made in advance. Please call the office by 2:00 to let us know of changes in plans. Parents who plan to pick-up their child at school should be here no later than 3:15. Students not picked up will report to the office and parents will be contacted.

### FIELD TRIPS

Educational field trips are a part of the instructional program and allow students to enjoy a wide variety of experiences. When a field trip other than one within walking distance of school is planned, or at the High School, parents will be notified and asked to sign a consent slip granting permission for their child to attend. If parents don't want their child to go, they must tell the teacher immediately. School-wide activities, those involving the entire elementary, do not require a consent form. Students are expected to go with their class on each field trip on the school bus and return home on the bus.

Parents are sometimes asked to help supervise on field trips at the request of the teacher. However, there is a limit to how many parents are needed to assist and younger siblings are not permitted. Parents must sign up before the trip for a volunteer badge with the office and provide valid ID to be entered into the system and approved before attending the trip.

PTCO fundraising is how we are able to pay for these experiences. Please help support our fundraisers so all children can continue to learn from these educational opportunities.

### GENERAL EDUCATION INTERVENTION NOTICE

At times the school personnel may enlist the support of professional staff from the Green Hills Area Education Agency i.e., Speech-Language Pathologists. Staff from GHAEA may be involved indirectly with students through their work with our team of teachers, through observations of a child at school and through review of a student's educational records.

### GUM/CANDY

The chewing or eating of gum and candy at school is not permitted except during parties or on special occasions as determined by the classroom teacher.

### HOMECOMING ACTIVITIES

Elementary students walk with their class to attend the homecoming parade. We prefer that students walk to and from the parade with their class. We encourage parents to walk along with the class, or meet the class uptown. We discourage taking students separate from their class, either before or after the parade.

Our Student Council marches in the parade, wearing their Student Council T-shirts. In recent years Pop Warner football players have ridden on a trailer in the parade.

Students are encouraged to wear school colors and the Booster Club items that are sold to elementary students during the week. This includes school spirit face tattoos.

### HOMEWORK

School work will not be assigned for the purpose of keeping children busy at home. Most assignments can be done during the school day, if students use their time well, which may vary with each individual. Assignments not completed during the school day may need to be completed at home, if the teacher so desires, to be returned when the child returns to school. Or incomplete

work may be completed during an academic lunch, before or after school, or during another time during the day. Children in the lower grades generally do not have homework as instruction is often based on experiences and activities within the classroom. Families are expected to read with their child every night. The classroom teacher can help you determine the quantity of time you should be reading (10-30 min).

#### HUMAN GROWTH AND DEVELOPMENT

Parents may review the human growth and development curriculum (health/science) prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

#### INTERVENTIONS:

Our goal is that every child is provided assistance to be successful. For some students this might mean additional time with reading or math support from a Title teacher, working with grade level teachers during an intervention block, or time before/after school. You will be notified if your child needs to come early or stay after school.

#### STAT Team (Student Teacher Assistance Team)

The purpose of this team is to identify students who may have problems which interfere with their learning process. The team assesses the nature and severity of the problem and determines appropriate interventions, if necessary. Finally the team works with the student's family and classroom teacher to implement accommodations for the child. Parents are encouraged to contact the classroom teacher or the principal if they would like additional information about the student assistance team.

#### LEAVING THE SCHOOL GROUNDS

Students are not to leave the school grounds during school hours without permission from the office. Parents wishing to pick-up their children during the school day should do so in the main office. Signatures are required before children are released from school. Parents are requested not to call and ask to have their child meet them at the door. If students are to leave the school grounds with anyone other than their parents, arrangements must be made in advance with the knowledge of the teacher, secretaries or principal.

#### LIBRARY / MEDIA CENTER

Clarke Elementary School provides its students and faculty with a library of print and non-print materials including internet accessibility (for those students with written permission). The Library / Media Center program strives to meet two broad goals as follows:

1. To teach students to access information and literature in print and non-print formats for classroom assignments or enjoyment. K-1 students have a regularly scheduled library skills class and check-out period taught by a certified librarian.
2. To assist teachers in securing learning materials supportive of the curriculum from our collection or other libraries.

#### *The following policies are observed in the Library / Media Center:*

1. Each student may check out one book for a two-week period. Books may be renewed once for another two-week period.

2. Overdue notices are sent home regularly with the students. Students may not check out any more materials until overdue books are returned or paid for.
3. No fines are charged for overdue books when they are returned in good condition. Replacement cost will be charged to the parent when a book is damaged or lost.
4. If a lost book is found later in the current school year and returned to the library in good condition, the cost of the book will be refunded. If it is returned damaged, there will be no refund.
5. If a student exhibits repeated difficulty in the proper care or timely return of library books, he/she may be limited to choosing one book at a time until considerable improvement is shown in this regard or they may not be allowed to check out books.

#### LOST AND FOUND

All students should check with their teacher and/or the office for lost articles. All articles such as coats, lunch boxes and boots should **be marked with the student's name** to ensure their return.

#### MULTICULTURAL, GENDER FAIR EDUCATION

The district supports and maintains appropriate multicultural, gender fair educational practices in the delivery of all educational programs.

#### MUSIC PROGRAMS, VOCAL & INSTRUMENTAL

The Music Teacher meets with children in each classroom every week. Instrumental music is offered to students in grades five and six, for those who choose to participate. Chorus is available to fifth and sixth grade students, as well.

We encourage and fully support student participation in Band and Chorus. We recognize the benefits for those who choose to participate. Also, we feel the more active students are in school activities the better our school as a whole becomes. There is a higher level of responsibility, togetherness and overall school pride when many participate.

#### Online activity and usage

See board policy 605.6 pages 1-2 for the district's acceptable use and safety policy.

#### OPEN ENROLLMENT

Open Enrollment is an option for students should the desire be to attend another school district other than Clarke Community Schools. For additional information regarding this option please contact Clarke Community Schools, Central Administrative Office, 802 N. Jackson, Osceola, Iowa, 50213, (641) 342-4969.

#### PARENT VISITATIONS, CLASSROOM & LUNCHROOM

**ALL visitors must register in the main office; may be asked to show a valid form of ID and pick-up a name tag upon arrival.**

Parents are encouraged to visit their children's classroom during the year. Because the first and last weeks of school are hectic times and teachers are attempting to establish routines, patterns, or complete yearly goals within each room, parents are asked not to formally visit the first month or the last two weeks of school.

When parents visit the classroom they must make other arrangements for the care of preschool-age children. No school-age visitors are allowed in the classrooms unless accompanied

by their parent. The length of a visit should be discussed with the teacher and should not exceed an hour.

Should parents visit during lunch, please let the office know, so that an additional lunch can be counted in preparation. Fast food should not be brought into the lunchroom. It would be better to arrange to take your child out for lunch if that is your desire. No parents may visit during breakfast.

### PHYSICAL EDUCATION

Students are expected to participate in physical education class. Students may be excused from Physical Education if they have a doctor's excuse indicating a date of when they can return to full participation, or return appointment. Tennis shoes (sneakers) are required for P.E. due to the wood floor surface in the gym.

### PICKING CHILDREN UP AFTER SCHOOL

Children may be picked-up or dropped-off on either the north (circle drive, Jefferson Street) or the west (Kossuth Street) entrances of the building. At the end of the day students picked up on the west side (Kossuth St.) must wait until all busses have gone. (Usually around 3:15.)

If you choose to use the circle drive, please be patient as large numbers of students meet vehicles at this entrance. Children have been asked to wait until their vehicle pulls forward and is within two car lengths of the staircase before boarding. Please do not ask your child to meet your vehicle across the lawn or down the driveway as this creates a hazardous situation.

No adults should enter the west entrances (Kossuth) or the south entrances (Cass) to pick up a child. If you need to enter the building to get your child, please use the Jefferson (circle drive) entrance and report to the office.

### PROGRESS REPORTS

Teachers communicate with parents through both formal written reports and parent-teacher conferences. Both parents and teachers are encouraged to communicate with each other whenever either feels the need to do so.

### PROMOTION POLICY

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

The retention of a student will be based upon the judgment of the licensed employee and the principal, which will in turn be based on the research of the effects of retention. When it becomes evident a student in grades kindergarten through six may be retained in a grade level for an additional year, the parents will be informed early in the discussion. School Board policy states that it shall be within the sole discretion of the Board to retain a student in his/her current grade level.

### P.T.C.O. (Parent Teacher Community Organization)

Clarke Elementary PTCO meets once a month during the school year. Parents may participate at in a variety of ways. Active participation in the monthly meetings and planning the activities of the group, and/or supporting PTCO sponsored activities through donations of goods and volunteering to help run an activity. Activities have included; Walk a thon, Cookie Dough Sales, Spring Carnival, and T-shirt sales. All money raised by the PTCO is used to assist teachers and sponsor activities for students. The group is always on the look out for active members and is solely dependent on the

willingness of other parents to keep the program in place. Contact the elementary office for more information.

### RECESS

All students are expected to participate during all outdoor recesses when the weather permits and temperatures and wind chills are above zero degrees. Those students who have recently been ill should not return to school until they are able to participate. Recess is time for students to move and develop their social skills. Unless a doctor note is presented, students will participate in recess.

Appropriate clothing and footwear should be worn for P.E. and recesses. Flip-flops are not good for participating in either case. **Warm clothing, hats, mittens or gloves, and boots are necessary for recesses during winter months. Please label ALL items with your child's name.**

### SAFETY PRACTICES

Pupils are instructed in safety practices in the classrooms, halls, on bicycles, on the buses, on the playground and on the way to and from school.

### SECTION 504 PLANS

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is considered disabled within the definition of Section 504 if he or she:

- has a mental or physical impairment which substantially limits one or more of such person's major life activities;
- has a record of such impairments; or
- is regarded as having such an impairment.

#### School District Responsibility

Section 504 falls under the responsibility of the regular education program. The school staff and parents must work in collaboration to help guarantee that students are provided with the necessary accommodations and/or services. A student who is found disabled under Section 504 should be served by the staff and resources of the regular education program. The exception to this standard would be a student who had been determined eligible as disabled under the Individuals with Disabilities Educational Act (IDEA). Such a student could receive special education and accommodations required under Section 504.

If a district has reason to believe that, because of an impairment as defined under Section 504, a student needs special accommodations or services in the regular setting in order to participate in the school program, the district must evaluate the student. If it is determined that a student is disabled under Section 504, the district must develop and implement the delivery of all needed services and/or accommodations.

### SCHOOL CLOSING INFORMATION

Area radio/TV stations will be advised by 6:20 a.m. if school will be closed or delayed. Please listen to one of the stations listed below or DSM Radio group, or local stations-including Creston.

WHO - AM Radio (1040) - Des Moines

KIIC - FM Radio (97.9)

KCCI - TV (Channel 8) - Des Moines

KSIB - AM Radio (1520), FM 101.3

WHO - TV (Channel 13) - Des Moines

WOI - TV (Channel 5) - Des Moines

<http://www.clarke.k12.ia.us/> --closing information will scroll on the website

\*the website features (text alerts/news updates registration) which delivers information straight to your phone or email

**\*\*\*\*\*If school starts late, breakfast will be served at school.**

IT IS VERY IMPORTANT YOUR CHILD KNOWS WHERE TO GO IN CASE OF AN EMERGENCY EARLY DISMISSAL.

#### SCHOOL INTERNET/NETWORK USE

Parents are asked to sign a consent form that follows a child through their school years. Should you wish to change your consent please contact the Office and complete another form for our records.

Fair use policies for accessing the internet are maintained and it is possible for a student to lose their privileges if they do not follow guidelines. You will be notified should your child have internet privileges taken away.

#### SCHOOL ISSUED TECHNOLOGY -IPADS/CHROMEBOOKS:

Students may have access to devices in the classroom on a daily basis. Please see the technology handbook at the back of this handbook, on the website, or request a hard copy from the office. See Board Policy 605.6

#### SCHOOL PICTURES

Pictures of each individual child are taken each year, once in the fall and once in the spring. Specific information will be sent home with students before pictures are taken. Purchase of pictures is always optional.

#### SCHOOL PROJECTS

Occasionally during the school year a class may do a special activity creating a larger project than can be safely transported to and from school on the bus, etc. We ask that parents assist by bringing and taking home the project so it does not needlessly get destroyed.

#### SHARPEN THE SAW

Specific days of the week for these activities will be posted on the website and communicated during announcements. These activities are designed to get students moving before the school day starts. Circle drive doors will open at 7:30 for students to go straight to the gym.

#### SKATEBOARDS AND ROLLER BLADES

Students are asked not to bring skateboards or roller blades to school. It is difficult to secure them outside the building and due to the number of children walking home after school. Usage of either skateboards or roller blades at this time may initiate problems for others, or create an unsafe situation due to the high level of traffic.

#### SPECIAL EDUCATION SERVICES

Various special education services are available to students who meet the qualifying guidelines for special assistance. If you have questions or concerns regarding special education, please contact your child's teacher, or the principal.

#### STARTING, ENDING AND ARRIVAL TIMES

School classes begin at 8:10 and end at 3:05. Students will not be allowed into classrooms before 7:50. Parents are asked not to allow children to arrive at school too early and reminded that

students arriving at school prior to 7:30 may not be supervised, which may create safety problems.

**Doors at the elementary will be opened at 7:30—for students going to breakfast or Sharpen the Saw activities**

Students riding the bus may be dropped off earlier (after 7:30) to eat breakfast or report to the old gym for supervision. Students walking or being dropped off by parents should not arrive before 7:45. NO children should be on school grounds before 7:30 as doors will remain locked regardless of weather and no supervision will be provided.

STUDENT DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed. Any parent not wanting this information released to the public must make an objection in writing within fifteen (15) days of enrollment to the principal. The objection needs to be renewed annually.

Name, Address, Telephone listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Athletic Teams, Dates of Attendance, Degrees and Awards received, The most recent previous school or institution attended by the student, Photograph and Likeness, and other similar information.

STUDENT EDUCATION RECORDS/RELEASE OF INFORMATION

Parents and eligible students shall have access to the student's records per Code 506.1R1.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made.

Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

TELEPHONE USAGE, of school phones

Students are not allowed to use the phone except in emergencies and parents are asked not to request their child be called from class to answer the phone except in a critical situation. Personal business should be taken care of before or after school if possible. If an emergency does arise, students will be permitted to use the phone and any necessary messages will be transmitted to the students. (See also, Cell Phones)

TESTING PROGRAM

A testing program including FAST (screening and progress monitoring system for reading) and the Iowa Assessments have been developed to assist in the evaluation of the instruction program and individual student growth. If students are included in any testing parents will be notified of the dates and receive results as soon as they are compiled. The school conducts additional assessments of student progress in reading and math. This may include Adequate Yearly Progress (AYP) math assessment, Measures of Academic Progress (MAP), diagnostic testing for students needing additional support, and initial reading tests for new students.

TITLE I PROGRAMS

The school offers a Title One Reading and Math program. These programs are federally funded and student selection is partially based on standardized test results and additional diagnostic assessments. Parents of students in Title programs are asked to meet once each year to assist

teachers with implementation of the program and to discuss any problems and/or concerns. If you have questions regarding these programs, please contact your child's teacher, or the principal.

#### TOYS, ELECTRONIC DEVICES AND VIDEO GAMES

The district provides appropriate play items for the children to enjoy during their free time. Consequently, students are asked not to bring toys, electronic devices such as; radios, CD and MP3 players, video games, laser pointers, or other such articles to school. School personnel cannot assume responsibility for these items, which may be broken, misplaced, or even stolen.

#### TRANSPORTATION NOTES (Bus)

Teachers of students entering Transitional Kindergarten, Kindergarten or First Grade should pin a note with the bus number to the child on the first day. This will help teachers get each child to the correct bus.

Custodial parents are allowed to request one (1) designated pickup location in the morning and one (1) designated drop off location for the afternoon. This will be the established pickup and drop off location for at least one semester. (Joint or shared custodial parents may each make a request)

The district will accommodate special requests when school is dismissed early for weather or scheduled early dismissals.

Please keep special emergency requests to a minimum. An emergency request may be permitted by the transportation supervisor. Calls should be placed to the transportation supervisor by 2:00 pm. The transportation supervisor will then contact the school if the request is permitted. If numerous emergency requests are received, the school district will have to eliminate the courtesy transportation and follow Iowa Code 285.1.

#### VOLUNTEERS

Volunteering in the classroom is welcomed by many staff members. Feel free to ask your child's teacher if he/she could use some extra volunteer help. We also have a number of volunteers who read to, and listen to, children read. Contact the school office should you wish to be included on the list of volunteer reader/listeners. Volunteers will be asked to complete a background check upon the first visit to the school. Raptor will be used to scan a valid form of ID (driver's license) and a printed ID badge will be issued to you. When you are done helping that day, return the badge to the office. The next time you come in, you can check in at the office and they will be able to print the badge for you.

ALL field trip chaperones will need to complete this process prior to the day of the field trip and will wear the badge the whole field trip.



# Conduct and Discipline Information

## PHILOSOPHY

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property and consideration of the rights and welfare of all students should govern pupil actions.

All employees of the district share the responsibilities for seeing that behavior of students meet the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline oneself.

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator (Clarke County Sheriff). The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

To report abuse contact the Level I investigator at 342-4221. Complaint forms are available in the school office.

## ABUSIVE LANGUAGE

Abusive or inappropriate language will not be tolerated and will be approached as outlined in the insubordination clause.

## BUS RIDER DISCIPLINE

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus.

Transportation of students by the school is a privilege. The students are responsible for their behavior on the bus. Their behavior affects the safe operation of the bus. Misbehavior results in the bus driver being distracted. Such distractions endanger the lives of all students being transported.

Parents/guardians are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

It should be remembered that it is not the bus driver, nor the principal who excludes a student from riding the bus. It is the student who excludes him/herself with anti-social behavior, which may endanger him/herself, as well as others.

#### BUS RIDERS BEHAVIOR EXPECTATIONS

1. Riders are required by state law to remain seated and face forward at all times.
2. Riders are expected to follow the discipline of the driver at all times, seats will be assigned at the driver's discretion.
3. Riders are expected to use appropriate language and voice level at all times.
4. Riders are expected to keep hands, feet and objects to themselves.
5. Riders are expected to treat others with respect.

#### BUS MISCONDUCT & CONSEQUENCES

Drivers will complete a Bus Discipline Report form on all students who exhibit misconduct on the bus. The Supervisor of Transportation will recommend disciplinary action to be administered by the building principal or designee.

NOTE: Any violation may be deemed to be of a serious enough nature to warrant suspension of privileges.

1. Drivers will report rules infractions on a Bus Discipline Report form. Each write-up of a student will be reviewed by the Supervisor of Transportation to determine if a referral to an administrator is in order.
2. The driver has the authority to assign seats, change seat assignments, give verbal reprimands, and/or refer students for additional discipline.
3. In the event that a student's conduct is so disruptive that they must be removed from the bus during a scheduled trip, the Supervisor of Transportation and/or the administration shall have the authority to suspend the rider for the remainder of that school day and the following school day to allow time for an investigation of the incident.
4. The Supervisor of Transportation will bill parents for property damage to a bus.
5. The Administrator, in conjunction with the Supervisor of Transportation has the authority to assign a variety of disciplinary actions up to and including verbal reprimands and long term suspension of bus privileges.
6. Please see School Bus Win-Win Agreement in the documents section.

#### BUS VIDEO CAMERAS REGULATIONS

Video cameras will be used to monitor student behavior, to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings are confidential student records and will be retained with other student records. Video recordings 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 segments of video recording of their child if that segment of the recording is to be used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses: This bus may be equipped with a video/audio monitoring system.

### Review of Video recordings

The school district shall review video recordings as needed. The recordings may be re-circulated for erasure after two days. Viewing of recordings is limited to the individuals having a legitimate educational purpose.

### Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

### DISRUPTION OF SCHOOL

A student who causes the substantial and material disruption or obstruction of any lawful mission, process, or function of the school is subject to disciplinary action. Disciplinary action will include: investigation of the incident, contacting parents, and suspension of the student for up to three days.

### FIGHTING

All students are in school to learn and deserve the opportunity to have an environment free from disruption of the learning process. In accordance with this philosophy students involved in fighting or other unacceptable aggressive behavior will be disciplined accordingly. Disciplinary action will include: investigation of the incident, contacting parents, contacting police if necessary, and suspension of the student for up to three days.

### HAIR DYE, FACE PAINTING & TATTOOS

Unless it is part of a class or school event specifically allowing it, hair dye, face paint or tattoos are not permitted. Students will be asked to remove distracting dye, paint or tattoos, and parents notified. Hair dye as part of a hair style comes and goes, but we discourage parents from letting a child have this type of styling due to the distraction it can create in the school.

### HARASSMENT POLICY

The Clarke Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To file a complaint, please see board policy 104.

### HARMFUL OR HAZARDOUS EQUIPMENT OR SUBSTANCES

Students are urged not to bring their own bats or balls, radios, sleds, or toys to school due to the danger of having them lost or destroyed. The school provides all of the necessary play equipment, including sleds. If parents do not want their child to participate in sledding, they must send a note to school stating this. For safety reasons hard balls (baseballs) are not to be used at school.

Students are not to bring guns, knives, sling shots, water guns, toy guns, matches, lighters, cigarettes, drugs, alcohol or other harmful or illegal substances to school. Students observed with these items will have them confiscated, parents may be notified and the student may be suspended. If a student inadvertently brings a hazardous or harmful item to school and it is brought to the office as soon as it is discovered, minimal action will be taken. Repeated infraction of this policy will result in suspension and the contacting of parents.

Any instrument or device designed primarily for or capable of inflicting death or injury upon a human being or animal is prohibited. Additionally, any instrument or device of any sort, which is used in such a manner as to indicate the student intends to inflict death or serious injury upon another and which, when so used, is capable of doing so, is also a weapon. "Weapon" includes, but is not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, or knife having a blade of one inch or longer in length. It is a violation of school policy for any student to have in his/her possession any weapon as defined in the above paragraph. The police may be contacted if the school deems that a weapon has been brought into the building without prior administrative approval.

#### HATS & HEAD WEAR

Hats are not to be worn in the school building, except on school-wide hat days. Biker type bandanas and headbands like those used in athletics are not permitted. Scarves tied under the hair to keep long hair away from the face are an accepted style sometimes worn by girls.

#### INSUBORDINATION

Insubordination is defined as refusal to obey a school rule, regulation, or failure to respond to the reasonable request of a teacher or school employee. When a student is found to be insubordinate the teacher/employee will make every attempt to resolve the issue with the student. If a reasonable resolution cannot be reached, the student will be referred to the office for further discipline. Disciplinary action will include: investigation of the incident, contacting parents, and suspension of the student for up to three days.

#### RESTRAINT POLICY-CORPORAL PUNISHMENT

An employee of a public school shall not inflict or cause to be inflicted, corporal punishment upon a student. "Corporal Punishment" is defined to mean the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain. The school district will follow Iowa Code Chapter 103 guidelines relating to Corporal Punishment, Restraint and Physical Confinement and Detention.

The Clarke Elementary staff has permission to physically restrain a child in the event he/she becomes a danger to him or herself or others. The restraint will be exercised in compliance with board policy which reads as follows:

Using reasonable and necessary force not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
- For the protection of property as provided for in Iowa code section 704.4 or 704.5
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control. Reasonable physical force should be commensurate with the circumstances of the situation. The

following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- The size and physical, mental and psychological condition of the student;
- The nature of the student's behavior or misconduct provoking the use of physical force;
- The instrumentality used in applying the physical force
- The extent and nature of resulting injury to the student, if any;
- The motivation of the school employee using physical force.

Upon request the student's parents shall be given an explanation of the reasons for physical force.

Child Abuse- Iowa Code Chapter 103

### SAFE CULTURE

Respect for all students, parents and school personnel are an important part of the philosophy at Clarke Community Elementary School. The goal is to maintain a school environment where each child feels safe every day and the assistance of families is needed in doing so.

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Often, it is repeated over time. (Iowa Dept. of Education-- [stopbullyingnow.hrsa.gov](http://stopbullyingnow.hrsa.gov))

Preventing bullying includes classroom activities which help students think and understand the issues and feelings associated with bullying and harassment. Honest discussion about bullying and harassing may help students realize that such behavior is not acceptable and will not be tolerated at school.

Often bullying behavior is too secretive to be prevented or corrected with traditional school discipline. This approach clearly addresses bullying as unacceptable and assists students in directly confronting and stopping such behavior. Students are encouraged to report harassing behavior so adults, both school personnel and parents, can assist in the effort to discourage bullying. Most bullying can be stopped by the honest request of the student. In the past most students may have ignored the behavior in hopes that it would end, however, a lack of response may be viewed as acceptance of the bullying, which could continue and possibly get worse. Some students who choose not to ignore bullying may direct the behavior back in defense which will produce one of two results: they "lose" the bullying contest or they learn bullying as a survival skill.

Students are taught to give an "I" message when they are bullied. For example, "I do not like it when you take the ball away from me. Please do not do this again." This informs the child exhibiting the bullying action the student does not like it and would like it to stop. If the behavior has not stopped after responding with an "I" statement students are encouraged to go to an adult for help. In the past, students may not have reported bullying behaviors to an adult because they might not have believed it would help, or may have felt the harassment would get worse.

The adults in the building do care and will not tolerate bullying.

The school's goal is the timely resolution to bullying and harassment behaviors to provide a positive learning environment while maintaining the dignity of all students, parents and staff. Parents are asked to please assist in this effort by encouraging their child not to participate in any bullying behaviors and to report any bullying or harassment activities to an adult.

### SEARCH AND SEIZURE

School district authorities may, without a search warrant, search students or protected student areas based upon a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the

safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

### STEALING

Students who steal on school property or at any school activity, may be suspended for up to three days. Parents will be notified. Local law enforcement authorities will be notified by the principal if deemed necessary.

### STUDENT APPEARANCE

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to the health or safety of others, the student will be required to make modifications.

Straps on tanks must be at least 2 fingers in width. (No spaghetti straps allowed unless there is a cover up over them.) Length requirement for shorts/skirts/dresses is that it must be as long as the outstretched fingers of the student's hands against their sides.

### STUDENT CONDUCT

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered busses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation, conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Parents may be asked to sit with their child as part of the disciplinary measure.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district shall be suspended by the principal. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. And out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board but no longer than one school year.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

### STUDENT EXPULSION

Only the Board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the Board to discipline a student by issuing an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student.

### STUDENT SUSPENSION

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspension may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the in-school suspension will be sent to the student's parents, a copy sent to the superintendent and placed in the child's permanent records.

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

A student may be suspended out of school for up to six school days by a principal and up to ten with permission from the superintendent for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student
2. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student and present witnesses on behalf of the student.

Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the Board policy and rules pertaining to the suspension.

Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Readmission of the student after short-term suspension will be done by the building principal. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.



Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of some types of student misbehavior. In addition, legal action may be instituted against the student.

### THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences which may include suspension or expulsion.

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

### TIME OUT ROOM

Time-out room rules and regulations will follow the Iowa Department of Education and chapter 103 of the Iowa Code. The time-out room will be used for students to recollect their emotions. It will provide a safe place for angry students who may not be in complete control of their behaviors. Students who are in danger of harming themselves or others may be placed in the time-out room. Students who are placed in the time-out room will be monitored thoroughly and will be appropriately documented. After a period of 5 to 15 minutes (or sooner if the student shows that he /she is ready) the student will be eligible to come out of the time-out room. At that time, the student will need to follow directions and answer questions in a polite manner that shows they are ready to re-enter their classroom or school community. The length of time a student is in the time-out room is totally dependent upon his/her own ability to control their emotions and behaviors. Time periods of 5-15 minutes will be documented for every student who goes to the time-out room. Parents will be notified in writing any time a student goes into the time-out room.

### VANDALISM

Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district and may also be referred to local law enforcement authorities. Disciplinary action will include: investigation of the incident, contacting parents, if necessary, and suspension of the student for up to three days.

### WEAPONS

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.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may 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 and will be referred to law enforcement authorities. 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 of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

## Health Information

### ADMINISTERING MEDICINES TO STUDENTS

The district accepts no responsibility for the medical treatment of students. No medication shall be administered by authorized personnel at any district attendance center, without the written permission of the parent or guardian and when necessary physician or dentist permission is required with parental permission. School personnel authorized to administer medication to students includes the school nurse and other personnel who have received appropriate in-service training. In some cases where physician or dentist permission is required the medication will not be given unless the physician/dentist feels it is necessary for the student to receive medication during school hours. The following information should accompany all medications:

- a. Name of student.
- b. Amount to be given at one time.
- c. Time of day the medication is to be given.
- d. Route of administration.

If a medication is brought to school:

- a. It should be given to trained personnel first thing upon arrival to school.
- b. NO medication is to be kept by students in their lockers, desks, or on their persons, except in certain circumstances when the prescribing physician feels it is necessary, students may carry inhalers after proper instruction.
- c. Only a single day's dosage should be sent to school, unless the Doctor or manufacturers packaging designates otherwise.
- d. No more than four weeks supply of medication shall be stored on school premises.
- e. All medications received at school should be in the labeled pharmacy bottle or the original manufacturer's container.
- f. Only parents or other qualified adults should bring medications to school. Students should not bring medications to school on the bus.
- g. Cough drops sent from home should have a parent note with them.

At times, it may be necessary for a student to have an over-the-counter acetaminophen or ibuprofen product. However, such a product will be given only once during the day and then only if the parent has a signed request on file in the nurse's office or gives specific permission when telephoned by school personnel.

### HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing service, dental care, prescription, 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) or go the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

### IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

### SCHOOL NURSE

A full time registered nurse is in the elementary building throughout each day. In the event the nurse is absent, a substitute RN or trained staff will be available to check on cases of illnesses at school. The nurse conducts and coordinates screenings for vision and hearing. The nurse also monitors illness and symptoms of communicable diseases. Parents/Guardians should also contact the school nurse for any health conditions or concerns they may have for their child.

### STUDENT INJURY OR ILLNESS AT SCHOOL

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency first aid if possible. The school will contact emergency medical personnel, if necessary and attempt to notify the parents where the student has been transported.

# Appendix I

## ELEMENTARY GUIDANCE COUNSELING INFORMATION

CLASSROOM GUIDANCE - The counselor delivers guidance and counseling curriculum composed of organized, sequenced objectives and activities centering on academic, career, and personal/social development of students. This curriculum should be viewed as essential to the development of the *whole* child just as other elementary curricula are.

**\*Personal/Social Development:** help students develop a strong sense of self (including one's personal strengths and limitations), knowledge of how to interact effectively and respectfully with others, and a sense of personal responsibility and how these contribute directly to academic and career success. Included in this area are such components as developing positive character traits and perspectives that foster success in and out of school, conflict resolution, stress management, creating and maintaining healthy relationships, and resisting pressure to degrade one's body through unhealthy choices. Also included in this area are learning about self concept and self acceptance, emotions and how to deal with them, problem solving/decision making skills, and personal safety.

**\*Academic Development** - help students achieve awareness of individual skills, develop and apply skills needed in all areas of academic study, and acquire attitudes that lead to lifelong learning. The counselor works closely with parents in helping students achieve their maximum potential and make successful transitions from one learning environment to the next.

**\*Career Development** - help students expand awareness of the diversity of careers and recognize the dignity of all work. The counselor attempts to help students understand the relationship between consistent effort in school and future career success.

Another important role of the counselor is that of consulting with parents/guardians, other teachers and other professionals regarding the students' needs. The counselor has a strong commitment to the *team approach* which enables students to tap into the many resources offered by a network of concerned, caring individuals. No one entity can meet the needs of all students. At times, other professional agencies may need to be involved with individual students. This might become necessary as the need for more time with a student or varying professional expertise appears necessary. The counselor will inform the parent/guardian of this need and help in facilitating such referrals to qualified professionals.

Chapter 33: The definition of homelessness in the 2004 revision of Chapter 33, EDUCATING THE HOMELESS, p.1 Education [281] IAC 7/7/04 is given below:

"Homeless child or youth" is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

If you know of children who are homeless, please contact the school district central office or superintendent. The school district can initiate help for the child(ren). Call the office at 641-342-4969, stop in the central office or email the superintendent at [sseid@clarke.k12.ia.us](mailto:sseid@clarke.k12.ia.us). Your help is needed and appreciated.

## **Appendix II**

### **DISTRIBUTION OF MATERIALS REGULATION**

#### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

#### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting

the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for

which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

(b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

(c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.

5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.

6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.

7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

#### V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

#### VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously

# School Bus Win-Win Agreement



The Clarke Community School District's goal is to transport our students, your children, safely and in a frame of mind to learn. Working together, we will have a safe and successful year. It is a privilege for students to ride school buses. When you make responsible choices, you will be allowed to ride school transportation.

Not being able to follow our expected behaviors will result in temporary or permanent loss of this privilege. **During any suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the child's parents and/or legal guardians.**

I pledge to be a Leader by...Following the rules below will help to keep our buses safe and pleasant for everyone.

## Level I Expected Behaviors

- Be seated when the bus is moving
- Do not exit the bus once you have boarded
- Always share seats with others
- Speak with inside voice at all times
- Use only appropriate language
- Do not speak in a way that teases, hurts or harasses others
- Keep the bus clean
- Do not eat or drink on the bus without the permission of the driver
- Follow the bus driver's directions as soon as they are issued
- Change seats with permission from the driver first

## Consequences of Level I Misbehavior

*1<sup>st</sup> Offense – Bus Behavior Contract signed/returned, Parental notification and one or more of the following:*

- Warning
- Assigned seat
- One to three day before/after school detention

## Consequences of Continued Level I Misbehavior

- 2<sup>nd</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for up to three days and attend a Bus Safety Class prior to returning to riding school transportation.
- 3<sup>rd</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for up to two weeks and attend a Bus Safety Class prior to returning to riding school transportation.
- 4<sup>th</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for the remainder of the current semester.

## Level II Expected Behaviors

- Keep hands, head and feet inside the bus
- Do not throw any object on the bus or out of the bus
- Do nothing to threaten the safety of others on or off the bus
- Do not vandalize the bus or anyone's personal property
- Do not hit, punch, kick, or physically assault another student
- Do not act in a disrespectful or defiant manner toward the bus driver
- Do not use sexually explicit, inappropriate, or derogatory language/obscene gestures, including displaying on electronic devices.

## Consequences of Level II Misbehaviors:

*1<sup>st</sup> Offense – Bus Behavior Contract signed/returned, Parental notification, attending Bus Safety Class and one or more of the following:*

- Two to five day before/after school detention



- **One to five day bus suspension**

### **Consequences of Continued Level II Misbehavior**

- 2<sup>nd</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for five days and attend a Bus Safety Class prior to returning to riding school transportation.
- 3<sup>rd</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for up to two weeks and attend a Bus Safety Class prior to returning to riding school transportation.
- 4<sup>th</sup> Offense: Discipline Referral submitted. **Recommended action:** Notification to parent/guardian and loss of bus riding privileges for the remainder of the current school year.

### **Level III Behaviors**

#### **Possession or use of the following:**

- **Weapons**
- **Matches or lighter**
- **Controlled substance including drugs, alcohol and tobacco**
- **Threaten or strike the bus driver**

### **Consequences of Level III Misbehavior**

#### **Parental notification and one or more of the following:**

- **Five day or longer bus suspension**
- **Three to ten day school suspension**
- **Expulsion hearing**
- **Contact with local police and/or juvenile services**

\* The building administration retains the right to assign consequences on an individual basis as warranted by the age and degree of intent in each incident.

### **Bus Safety Class**

Riders who show a pattern of significant negative conduct on school transportation will be required to attend a Bus Safety Course to re-teach appropriate bus-riding skills. This safety class will be held at 7:00 am and/or 3:05 pm on selected days and meet for 45-60 minutes. We will emphasize what acceptable bus behaviors are through video, review of bus rules, demonstration, adult modeling, and student role-play. The school is not responsible for transportation to or from this safety class.

After the student completes the class, parents will receive notification that lists appropriate bus behaviors and will encourage you to talk with them about the importance of following bus rules and the natural consequences of what might happen if they can't ride school transportation.

## **Bus Behavior Contract**

I am a LEADER who understands this agreement. I/we agree to follow the bus rules set by the State of Iowa and the Clarke Community School District. I/we understand that riding school transportation is a privilege and not a right. When my choices lead to myself or others not being safe or feeling safe, I/we understand that there will be consequences for my choices. I/we understand the different (Levels of Behavior) and what consequences will result with continued failure to abide by the rules.

Due to the choices of \_\_\_\_\_, he/she will be required to complete the following contract. Student Name

\_\_\_\_\_  
Student Signature  
Class

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bus #

\_\_\_\_\_  
Date of Safety

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clarke Elementary Administration/Designee

\_\_\_\_\_  
Date