

## Table of Contents

Table of Contents	1,2&3
Welcome	4
Introduction	4
Mission	4
Notification of Nondiscrimination	4
 Section I: Special Services	 5
Before and After School Program	5
Breakfast Program	6
Career Education	7
Child Abuse Reporting	7
Dental Screening	7
Extended Learning Program (ELP)	8
Hot Lunch	8
Lunch Procedures	9
Instrumental Music	9
Insurance Program	10
Lost and Found	10
Multicultural and Non-Sexist Education	10
Nurse	11
Psychologist	11
Reading Program	11
Special Education Programs	11
Speech	12
Success Program	12
 Section II: Special Events	 12
Announcement Line	12
Conferences	13
Information, Special Events and Announcements	13
Open House	13
Special Events	14
Transporting on Activity Trips	14
 Section III: Sending Information to the School	 14
Attendance	14
Excuses for PE or Recess	15
Immunization Cards	15
Proof of Age	15
 Section IV: School Rules and Expectations	 16

After School Arrangements	16
Bus Rules and Expectations	16
Classroom Expectations	16
Disciplinary Measures	17
Hall Expectations	18
Lunchroom Expectations	18
Playground	18
Playground Expectations	19
School Expectations	20
 Section V: Legal Aspects of School	 20
Bus and Transportation Regulations	20
Student Conduct on School Transportation	16
Loading and Unloading Pupils	17
Who May Not Ride the School Bus	18
Inside the Bus	18
Adverse Weather	19
Storm Routes	19
Radio Stations	19
Pep / Activity Buses	20
Bus Discipline	20
Dissemination or Release of Student Cumulative File	29
Directory Information	31
Emergency and Inclement Weather	31
Emergency Telephone Number	32
Unexpected Early Dismissals	33
Grading	33
Harassment	33
Threats	33
Health Policies	34
Emergency Care of Accidents and Injuries	34
Medication Policy	35
Screening Program	37
Illness	37
Leaving School Grounds	37
No School	38
Open Enrollment	38
School Day	38
Student Fees and Waivers	39
Student Property	39
Searches	39
Tobacco, Alcohol and Drugs, Notification of	40
Visitors	40

Weapons	41
Board Policy on Weapons	41
Section VI: Appendices	42
School Calendar	
Supply List	

### **Welcome**

The North Bend Elementary school staff welcomes you and your children to North Bend Elementary School. We are pleased that your children are members of our student body and look forward to their participation in the educational program. We would also like to invite all parents to join the North Bend Elementary Parent Group. The Parent Group plays a vital role in supporting the administration and staff in their efforts to provide a quality education for our children.

### **Introduction**

The intent of this handbook for parents is twofold: (1) to provide general information pertaining to North Bend Elementary School, and (2) to provide information regarding policies, regulations and operating procedures for the elementary school and for the Clear Creek Amana School District.

### **Mission**

The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible community members by providing an environment that inspires quality life-long learning.

### **Notification of Nondiscrimination**

Clear Creek Amana Community School District

#### **NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the Clear Creek Amana Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, SES, disability, religion, or creed in

admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Brenda Parker, Equity Coordinator, 327 S Augusta Ave, PO Box 487, Oxford IA 52322, 319-828-4510 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550,

<http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

### **Section I: Special Services**

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teacher, social worker, nurse, health secretary, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

### **Before and After School Program**

Little Clippers will provide before and after school care at North Bend Elementary. Please contact them at 545-4033 with questions.

**Breakfast Program**

All elementary students have an opportunity to participate in the school's breakfast program. Those students who participate in the Before School Program, walk to school, or ride to school on the early bus routes may eat breakfast beginning at 7:45 a.m. All students will have enough time to eat breakfast and still be on time for class.

The cost of a school breakfast is \$1.65 per day.

Children who are eligible for Free and Reduced Priced Lunches are also eligible for a Free or Reduced Priced Breakfast.

Students who do not comply with the rules and procedures of the breakfast program will not be allowed to continue to participate in the program.

**Career Education**

Career education is an important aspect of the total educational program. Career education helps students prepare for careers and the world of work. Career education is not a separate entity, but is infused into much of the regular curriculum.

**Child Abuse Reporting**

Child abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from the acts or omissions of parents, guardians or persons legally responsible for the child. Certified school employees, and school nurses, are required by law to report all instances of suspected child abuse involving students to the Department of Human services.

Mrs. Kathy Campbell is the Level One Investigator for suspected abuse by a district employee. She may be reached at 626-3950 in the elementary school building in North Liberty, Iowa.

**Dental Screening**

Elementary students are encouraged to have yearly dental check-ups and bring a signed dental card to the classroom teacher. Students in grades one through five have an opportunity to participate in the fluoride rinse program offered each year at school.

**Extended Learning Program (ELP)**

The Clear Creek Elementary School also provides an Extended Learning Program for students who need extra enrichment due to talented and gifted aptitude. The Extended Learning Program instructor provides support for those students two days a week.

**Hot Lunch**

Hot lunches are available in all of the buildings of the district at a cost of \$2.40 per lunch. We use a computerized system to keep track of lunch accounts. Money may be deposited in a child's account through the main office or through Pay Schools.

Whenever possible, please send a check rather than cash. This gives us a way to verify deposits into the correct account and provides you with a guarantee that the money was received by the school. Please write your child's four-digit account number on the memo line of your check. Your check is your receipt.

The computer will charge your child's account each time he or she has breakfast, p.m. beverage, extra milk or lunch. There is no need to send money in multiples of daily prices. You can write a check for any amount and it will be credited to your child's account. Money for lunch should be sent to school in an envelope with the child's name, account number, the amount of money enclosed and teacher's name listed on the front. Checks should be made payable to the Clear Creek Amana School District. When the account gets low, a notice will come home with your child.

Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period. We request that children not bring pop into the lunchroom during the lunch period.

An afternoon beverage is available for kindergarten through 5<sup>th</sup> grade. Chocolate milk, white milk and orange juice are available. The extra beverage is not covered for free or reduced prices.

Free and reduced price lunches are available within the district. Guidelines and applications for free and reduced lunches may be requested from the school office. Forms are available at registration. All applications must be approved by the principal and may be reviewed by the Board of Education. Applications may be submitted at any time of the year.

**Instrumental Music**

All fifth grade students will be given the opportunity to participate in an instrumental music program. Instrumental music students are scheduled for one individual lesson per week. Fifth grade band members will rehearse as a group twice each week. Members of the band will also participate in a solo contest.

Fifth grade students may withdraw from band during the first nine-week grading period. However, students are encouraged to give band a fair trial by participating for the entire quarter.

Fifth graders who begin the second nine-week grading period are expected to complete the first semester in band. Fifth graders who begin the second semester in band are expected to complete the entire school year.

If it becomes necessary for the band director to consider removing a student from the band, the student's parents will be notified. If the problem continues, the student will be dropped from the band program.

**Insurance Program**

Each year the Clear Creek Amana Community School District offers student accident insurance and supplemental dental accident insurance. The district makes available the student insurance program as a service and participation is entirely voluntary.

**Lost and Found**

Parents are encouraged to label clothing and items brought to school. North Bend Elementary School maintains a lost and found area during the school year. Students and parents are encouraged to check for lost items. Items unclaimed will periodically be donated to the district Family Resource Center

**Multicultural and Non-Sexist Education**

The Clear Creek Amana Community School District does not discriminate on the basis of race, national origin, creed, sex, marital status or physical disability in its educational programs and activities. The curriculum is designed to foster respect and appreciation for the cultural diversity found in this country along with an awareness of rights, duties and responsibilities of each individual as a member of a multi-cultural non-sexist society.

For further information in regard to this policy, please contact Clear Creek Amana Community School District Central office at 828-4510.

**Nurse**

We have the services of a school nurse. She splits her schedule between the three centers and is on call for any emergency. The nurse acts as a resource person to teachers on health instruction as well as maintaining health records of the students. Please notify the nurse if the school should be aware of any special medical needs.

**Psychologist**

The services of a school psychologist are available to North Bend Elementary School students, teachers and parents. The psychologist assists in the diagnosis of educational, emotional and behavioral problems. Parents are contacted to give their written permission before any psychological testing takes place.

**Reading Program**

Special reading teachers are provided to help students who are having difficulty in reading. At North Bend Elementary School, we provide instructional support through At Risk and Title 1 programs.

**Special Education Programs**

The Clear Creek Amana Community School District maintains special education programs for those students with special learning needs. These programs are supported with state funds and monitored by the Grant Wood Area Education Agency. Children must be tested and their parents invited to attend an educational staffing related to program placement. Written permission from parent(s) is required prior to testing and placement.

**Speech**

Students are recommended for work with the speech and hearing clinician on the basis of teacher referral, parent referral, regular yearly testing or by a doctor.

The program is based upon individual needs. The Grant Wood Area Education Agency provides a speech clinician that is available to work with students individually or in small groups.

**Section II: Special Events****Personalized Learning Plans**

Personalized Learning Plans provide an opportunity for parents, students and teachers to jointly, as a team, discuss your child's progress and to set goals for each student. North Bend Elementary School Personalized



Learning Plans will be held in September and February. Please look for information on specific dates and times from your child's teacher and our Friday note.

### **Information, Special Events and Announcements**

Every Friday, North Bend Elementary School will send a school wide newsletter via email. If you do not have internet access you may request a hard copy of the newsletter. This newsletter will include information about North Bend Elementary School events that are scheduled in the following days and weeks. The newsletter is posted on the web at [www.cca.k12.ia.us](http://www.cca.k12.ia.us).

The Pioneer Republican is the official newspaper for the Clear Creek Amana Community School District. Minutes of School Board meetings and other official legal notices will be printed in the Pioneer Republican. The Pioneer Republican is published in Marengo, Iowa. The Pioneer Republican also carries information about school events.

### **Open House**

Open house provides the opportunity for children and parents to find the child's classroom and meet the teacher. Children may also bring their school supplies.

### **Transporting on Activity Trips**

For any approved educational or activity trip, the school will furnish a bus and driver, unless the distance, time of the trip, or the number of students involved make it inadvisable to use a bus. In this case, passenger cars, with adult drivers approved by the administration may be used.

## **Section III: Sending Information to the School**

### **Attendance**

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

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, please notify the office at 626-3950 on the day of the absence prior to 9:00 a.m. If notification

is not received, the office will attempt to contact the parents and their emergency numbers. Not calling the office may result in an unexcused absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to: illness, family emergency, recognized religious observances, school activities and unusual situations with the approval of the principal. Unexcused absences include, but are not limited to; tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time.

A physician's note may be required by the principal in some situations to confirm that medical necessity is the reason for a student's absence from school.

If a student's unexcused absences total 10 or more, a referral to the County Attorney may be made for truancy.

### **Excuses for PE or Recess**

In the event your child must be excused from P.E. Classes for longer than three days, the school must have a note from the doctor stating the reason the child must be out and the length of the exclusion from P.E.

Students are encouraged to go outside for recess when the weather and individual health permits, as this is valuable social learning experience for them. If, for some reason your child cannot go outside, the parents should send a note to the classroom teacher. This should not be abused and should only be used as needed. In the event a teacher feels there is some abuse of this rule, he or she will contact the school nurse or principal, who will contact the parents for a conference on the matter.

### **Immunization Cards**

All elementary students are required to have a current Iowa immunization card verifying that the child has received the following immunizations:

- 3 DPT immunizations. One given after the 4<sup>th</sup> birthday.
- 3 Polio immunizations. One given after the 4<sup>th</sup> birthday.
- 1 MMR Given after 15 months of age.
- 1 MMR Booster before starting Kindergarten.

All Kindergarten and new students transferring into the Clear Creek Amana Community School District are required to present proof of immunizations prior to being admitted to classes.

**Proof of Age**

The board shall require evidence of age in the form of a birth certificate or other evidence before the student may enroll in the school district's educational program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence of proof of age.

**Section IV: School Rules and Expectations****After School Arrangements**

To ensure your child's safety, teachers will send students to their regular destinations unless parents call or send a written note informing the school of any change. This applies to all students who are going to a Different destination (e.g., a friend's house), or not riding the bus for whatever reason.

**Bus Rules and Expectations**

(See Legal Aspects Section)

**Classroom Expectations:****Talk like a student.**

- a. Raise your hand to speak.
- b. Use a quiet voice.
- c. Don't hurt others with words or actions.

**Act like a student**

- a. Be where you're supposed to be on time.
- b. Keep your hands and feet to yourself.
- c. Take care of all property.
- d. Be responsible for your behavior.

**Work like a student**

- a. Begin working immediately.
- b. Finish work on time.

**Listen like a student**

- a. Pay attention to the person speaking.
- b. Wait for your turn to speak.
- c. Follow the instructions of all adults at school.

**Disciplinary Measures**

The range of penalties for student behavior in violation of school rules shall include:

**Loss of Recess:** The student may miss part or all of recess time.

**Telephone call:** A telephone call will be made to one of the child's parents. The parent will be informed of the problem. If a serious incident occurs during the school day, one of the child's parents will be contacted at home or at work. It is possible that the parent may be asked to come to school and remove the child from the building for the remainder of the day. Further disciplinary action may be taken.

**In-School Suspension:** The student is assigned to remain in a specific location during a regular school day without attending classes. Credit will be given for work performed to teacher expectations and for tests taken.

**Out-of-School Suspension:** The student is sent home for a period of time, usually one to three days. The student is not permitted to attend school functions or be on school property during the time of suspension. Credit will be given for work performed to teacher expectations and for tests taken. Provisions will be made for the student to receive schoolwork and tests.

**Parent/School Conference:** Parents may be requested to come to school for a conference with the principal, teachers, counselor or social worker.

**Payment of Damages:** Students damaging the building or property will be asked to pay the cost of necessary repair.

**Expulsion:** The student's enrollment is officially terminated by the Clear Creek Amana Community School District's Board of Directors. Expulsion of an elementary age student may be recommended for behavior that seriously threatens the life or safety of others.

**Home Bound Study:** Home bound study is when a student's enrollment is officially designated as home bound by the Board of Education. The Board will determine the conditions of enrollment and/or when the student may enroll on a regular basis.

### **Hall Expectations**

1. Walk quietly on the right side of the hall in a single file line without bothering others.
2. Open and close doors and lockers quietly.
3. Go directly to and from your destination without disturbing others.

4. Use the drinking fountain quietly.

### **Lunchroom Expectations**

1. Talk quietly; do not make loud noises.
2. Do not throw food, napkins or straws.
3. Use good table manners.
4. Always walk.
5. "Lights out" means no talking or other noise.
6. Help to keep the tables and the floor clean.
7. Line up quietly in the hall.

### **Playground**

#### Arrival at School

The playground is supervised by staff members from 7 :45 – 8:10 a.m. Please do not plan for your children to arrive before 7:45a.m., as supervision is not available and accidents can happen.

#### Indoor Arrival

On severely cold or rainy days the children are sent to the gymnasium. Only non-contact games are permitted. The use of balls during this time is prohibited because the gymnasium is likely to be crowded resulting in a risk of injury to other students.

### **Playground Expectations**

1. Stay away from the classroom windows.
2. Use only soft balls for ball games.
3. Do not throw rocks.
4. Do not throw snowballs.
5. Tackle football and wrestling are not permitted.
6. Do not push or shove other students.
7. Do not climb on other students or lift them up into the air for pyramids or shoulder back rides.
8. Do not stand or twist on the swings.
9. Do not jump out of a swing while it is still in motion.
10. Do not stand or climb on the slide
11. Do not play outside the fence.
12. Do not pet or play with animals on the playground.
13. Bikes are not permitted on the playground.
14. Each child needs permission from the teacher on duty to enter the building during recess.
15. Students are not to have any form of weapon or dangerous object in their possession.

16. Students must have boots and snowpants before they will be allowed to play in the snow.
17. Students will receive two warnings on the playground. If they still cannot follow directions, they will sit or stand in a designated spot. If a child needs to be told again, he or she will lose recess for a day.

### **School Expectations**

1. Be responsible.
2. Always try.
3. Do your best.
4. Cooperate with others.
5. Treat everyone with dignity and respect.

## **Section V: Legal Aspects of School**

### **Bus and Transportation Regulations**

#### **Student Conduct on School Transportation (Code 711.2)**

In these days of growing traffic congestion, increasing traffic hazards and mounting financial costs, it is essential that school bus drivers receive whole-hearted cooperation from students and parents. In general, any activity, which worries or distracts the driver, is objectionable. The bus driver needs to keep his/her mind on driving and on the traffic situation. If he or she is worried about the activity in the bus, he or she cannot be a safe driver. Students and parents should understand that the students riding on school buses must obey all rules and regulations or forfeit their right to ride the school bus.

When pupils experience problems that develop in conjunction with bus transportation, they should first discuss them with the bus driver. (If no satisfactory solution is reached, notify the transportation director. If nothing can be settled, then contact the building principal or the superintendent.)

If your child has a medical condition that a driver may need to deal with, please let the driver know. Medical information is to be kept confidential by the drivers.

\*Quotes from the bulletins of the Department of Education:

1. **Loading and unloading pupils:**

- a. There is no required time for a school bus to wait when a pupil is not at the loading station at the scheduled time and the policy of waiting is not recommended.
  - b. Entrance to the bus must be in an orderly manner. Go directly to your assigned seat and remain seated while the bus is in motion.
  - c. A pupil is not to run out into the street to meet a bus. He/she must wait until it comes to a complete stop at a regular loading position. Buses will unload only at the school, not in the business district.
  - d. The emergency door is not to be used except in a real emergency or drill by the driver.
  - e. All pupils should be received and discharged from the right front entrance of each school bus and if said pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions and proceed to cross the highway only on signal from the bus driver.
  - f. A pupil should let the driver know in advance when he is not going to ride the bus.
  - g. Riders who wish to leave the bus other than at their regular stop must have a signed statement from their parent and the slip must be given to the driver. This can only be done if the stop is already on the same bus route. Students cannot switch buses and ride home with someone else unless their building principal has been presented a note from the student's parents. A bus pass will then be given to the driver of the alternate bus.
  - h. Route bus drivers will not leave an attendance center until all shuttle buses have arrived.
2. **Who may not ride the school bus:** Students who live in town, students visiting another student, adults who live on the bus route, children who are not in school or students from another school may not be transported by the school bus without prior signed permission by a building principal. (The bus driver must see that no person other than the pupils who are designated to ride on a bus are transported on the bus.) A person assigned to ride a specific bus may not ride the bus of another route without permission based on a request from the student's parents and approved by the office.
3. **Inside the bus:**
- a. Driver may assign seats to all passengers and may establish rules to guide behavior on their bus as the situation dictates.

- b. Windows are not to be lowered more than halfway and nothing is to project out of windows. Pupils should leave windows alone unless directed by drivers. The bus driver will attend to ventilation. Pupils shall not extend any body parts through bus windows.
- c. Shouting or profanity on the bus and remarks to people outside the bus is prohibited. Silence must be maintained on the bus at all railroad crossings.
- d. No one is to interfere with other passengers such as taking caps, scarves, books and the like.
- e. There shall be no smoking, lighting of matches, use of spray cans, opening of fingernail polish, etc. on the bus.
- f. There shall be no shooting or throwing of any objects in the bus or out of the bus.
- g. The bus is not to be marked or damaged in any way, such as writing on walls, cutting seats and there may not be any open pocketknives displayed on the bus. Students will be assessed damages for vandalism on the bus.
- h. A pupil must remain seated and facing to the front with feet out of the aisles while the bus is in motion. Feet are to be kept off seats at all times.
- i. Each passenger is expected to help in keeping the bus clean, such as picking up paper and other objects that may drop on the floor. Shoes or boots should be as free of mud as conditions will permit before entering bus.
- j. No beverages or food may be consumed on the bus. Sack lunches must remain closed. Take home treats must be sacked or placed in book bags. Suckers are a safety hazard and are not to be eaten on the bus.
- k. Classroom conduct is to be observed by students while riding the bus. No roughhousing.

4. **Adverse weather:**

- a. No school bus shall stop to load or unload pupils unless there is at least 300 feet of clear vision in each direction.
- b. The law forbids a bus to stop on the public roadway when, for whatever reason, there is less than 300 feet of clear vision in each direction. No bus shall leave the public roadway to receive or discharge pupils unless their safety is enhanced thereby or the private road is maintained in the same manner as a public roadway.
- c. If driver visibility is less than 300 feet in most of the school district at the time buses are regularly scheduled to leave on



routes, departure time will be delayed one hour or more. These decisions will be announced on local radio stations.

d. It may be assumed buses will leave after the end of the delay unless visibility is still inadequate for safe driving. In that case, a further delay or cancellation of transportation and classes for the day will be reported over the same radio stations.

e. With an intermittent visibility condition, students are to either go to a stop that has clear vision on their bus route, come to school by their own transportation or take an excused absence and stay at home.

**5. Storm Routes:**

a. Storm routes are routes that will be using a loop system to get as close as possible to most of the students. These roads will be established during heavy drift conditions over a long period of time. They are the roads that will be opened first in your area.

b. It is impossible for anyone to be knowledgeable about all of the roads in the school district. If you are aware of your road being blocked, please let the bus driver know; some of the roads we can get through but there is no place to turn around, so please help us to help you.

**6. Radio stations:**

If weather conditions are such as to make driving the bus hazardous, announcements concerning transportation will be made over the following radio and television stations:

Radio:

KCJJ-AM	1560
KXIC-AM	800
WMT-AM	600
KHAK-FM	98
KRNA-FM	93

Television:

KCRG-TV	Channel 9
KGAN-TV	Channel 2
KWWL-TV	Channel 7

These announcements will be made generally before 7:00 a.m. or during the day if school must be released early.

7. **Pep/Activity buses:**
  - a. Students riding buses must observe all the rules expected of regular passengers.
  - b. Returning from activities, the buses will not discharge passengers in the rural areas. Buses will discharge at the point of origin only.
  - c. A student riding to an activity on a bus must return on that bus unless that person returns with a parent. In that case, the driver of the bus, coach or bus chaperon must be given a written or oral statement from the parent authorizing the return with a parent.
  - d. No beverage or food will be allowed on the pep buses (unless with driver's permission and the bus is kept clean).
  - e. Students who disregard bus rules will be prohibited from riding pep/activity buses until reinstated by the principal.
  
8. **Bus Discipline:**
  - a. Procedures will be reviewed by the Superintendent and set forth in Administrative Policy entitled: Bus Discipline Procedures.

**Bus Discipline Procedures**  
Effective date July 1, 2000

**Bus Discipline:**

Students riding buses who commit acts reflecting disregard of the rules will be subject to the following procedure being invoked:

**Warnings:** The bus driver may, depending upon the severity of the offense, warn the student, or require the student to write sentences or clean out the bus. The driver is encouraged to contact the parents when a student is misbehaving on the bus and discuss the student's behavior with the parents.

**First Offense:** If the first offense is severe, or warnings have failed to have an effect, the bus driver and student will confer. The bus driver will issue a written discipline notice, contact the parents to discuss the incident with them, and forward the discipline notice to the building principal. The principal will visit with the student about behavior on the bus. The principal may give the student an in-school detention during noon or recess time, record the discipline notice, and send a copy to the parents and to the transportation director.

**Emergency or Extreme Behavior:** There may be some student behavior that warrants suspension from riding the bus without a prior warning. (For example, fighting on the bus). In this case the driver will inform the building principal about the seriousness of the incident and request that the student be temporarily not transported. The principal and the driver will confer about the incident, which occurred on the bus, and the principal will determine the appropriate action. If the student is to be removed from the bus temporarily, the building principal will inform the student's parent(s) or guardian(s).

It is also possible that a student's behavior is so disruptive that the welfare and safety of the other bus riders is in immediate danger. In that case, the driver will proceed to the nearest center and contact an administrator. The student may be removed from the bus immediately and the parents contacted to arrange for alternate transportation.

**Second Offense:** The bus driver will issue a written discipline notice and send it to the principal. The principal will record the discipline notice and forward it to the transportation director who will contact the parents. If possible, the transportation director will meet with the bus driver and the student, either before or after contacting the parents, to try to resolve the problems and prevent future problems.

The principal will confer with the student about bus behavior and may give the student an out of school detention. (A student may not be allowed to ride the activity bus after given an out of school detention for a bus violation.) The parent(s) or guardian(s) will be notified to arrange for alternate transportation if necessary. The principal will send a written notice to the parents warning that subsequent misbehavior may cause suspension of the student's bus riding privilege for three (3) days.

**Third Offense:** The bus driver will confer with the student and the transportation director, issue a written discipline notice, and forward the notice to the building principal. The principal will record the notice and meet with the bus driver and the student to discuss the student's behavior on the bus. If it is determined that the student has been disregarding the rules, the student may be suspended from bus riding for up to three (3) days. Written notice will be sent to the parent(s) or guardian(s). If requested by parent(s) or guardian(s), the principal or other administrative

designee shall hold a meeting with the parent(s) or guardian(s) to explain the reason for the suspension. The Individual Disabilities Education Act will be taken into consideration before a student is suspended from riding the bus.

**Fourth Offense:** The bus driver will confer with the student, issue a written discipline notice, and forward the notice to the building principal. The principal will record the notice and meet with the bus driver and the student. If it is determined that the student has continued to disregard the rules, the student may be suspended for three (3) to nine (9) days. A written notice will be sent to the parent(s) or legal guardian(s). If requested by parent(s) or guardian(s), the principal or other administrative designee shall hold a meeting with the parent(s) or guardian(s) to explain the reason for the suspension. The Individual Disabilities Education Act will be taken into consideration before a student is suspended from riding the bus.

**Fifth Offense:** Any misbehavior subsequent to the fourth offense may lead to suspension from the bus for the remainder of the school year. The student, bus driver, transportation director, and principal will meet and, if it is determined that the student committed an act in disregard of the rules, an appropriate suspension will be imposed. The parent(s) or legal guardian(s) will have the opportunity, upon request, to present evidence before the board regarding any suspension longer than 10 days.

**General:** Transportation during a period of bus suspension will be the responsibility of the student's parent(s) or guardian(s). Absences due to lack of transportation during this time shall be unexcused.

Suspension from morning and afternoon bus routes and shuttles will not automatically prohibit a student from riding a bus to athletic events or scheduled activities. These additional time periods will be determined on a situational basis depending on the severity of the offenses.

In all cases where a student is suspended from riding the bus, the Individual Disabilities Education Act (IDEA) will be taken into consideration. For a long suspension, if the student is handicapped, a staffing will be scheduled to determine whether the student's IEP should be changed to make use of alternate transportation. If the suspension is related to the student's disability and alternate transportation is found to be in the best

interest of the student and the school, alternate transportation will be provided or the cost of such transportation will be reimbursed.

**Activity Bus: Riding** the activity bus is a privilege, not a right. Activity buses include both the after school buses and those going to athletic events. Students who do not follow the rules on the activity bus will have this privilege revoked.

<u>Write-up</u>	<u>Minimum Consequence</u>
1 <sup>st</sup>	Off activity bus for 3 days
2 <sup>nd</sup>	Off activity bus for 5 days
3 <sup>rd</sup>	Off activity bus for rest of season or 10 days (whichever is greater)
4 <sup>th</sup>	Off activity bus for rest of school year.

Cross-reference: 503 Student Discipline; 506 Student Records

### **Dissemination or Release of Student Cumulative File**

The Clear Creek Amana Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but not limited to, the following types of records; identification date, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and observations, and external agency reports.

The records of each student are generally located in the school, which he/she is attending. Any exceptions will be noted in the student's records or by the person in charge of record maintenance for each school building. The district policy on student's records can be secured on request. The name and position of the person(s) responsible for maintenance of student record at the Clear Creek Elementary are Mr. Ray Strobbe, Principal and Amy Butterbaugh, Secretary.

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

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials or other schools in which the student proposes to enroll.

3. Representatives of state and local government when auditing and evaluating Federal educational programs.
4. Officials connected with a student's educational financial aid application.
5. Government officials to whom information is to be reported under state laws adopted prior to November 19, 1974.
6. Organizations, which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

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

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records at a reasonable cost, to write a response to material in the record, to challenge the content of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

### **Directory Information**

The law requires that the school district designate "directory information" and release that information to public upon request.

The Clear Creek Amana School District has designated the following information as directory information: student's name; address; telephone number; participation in officially recognized activities and sports; weight and height of athletic team members; dates of attendance; and degrees and awards received. You have the right to refuse the designation of any or all of the categories with respect to your child, provided that you notify the school district in writing no later than September 15, 2000.

A copy of the school district policy regarding directory information is on file in the principal's office.

### **Emergency and Inclement Weather**

In an attempt to ensure the safety of students throughout the Clear Creek Amana Community School District, a policy has been developed for emergency situations.

This policy states that in the event of fire alarm or tornado warning students are to be moved to designated “safety areas” and remain until an “all clear” signal is given. This movement is closely supervised along predetermined routes. Simulated emergencies are presented throughout the school year to familiarize students with the various routes and procedures. Quiet and cooperation are most important during these drills.

In the event of severe weather, or any emergency, it is vital to keep the school’s telephone line open. In order for the school to place and receive critical phone calls, parents are urged not to call the school unless it is absolutely necessary.

Bad weather conditions may necessitate the closing of school. Information regarding this situation may be obtained by listening to local radio and/or television stations early each morning and calling the announcement line 828-0170. On these days, it is also recommended that you listen to the following local radio and television stations:

Radio:

KCJJ-AM	1560
KXIC-AM	800
WMT-AM	600
KHAK-FM	98
KRNA-FM	93

Television:

KCRG	CH 9
KGAN	CH 2
KWWL	CH 7

Because we at the school do not want to see a child left unattended or locked out of his/her home during a storm or an emergency, please inform your child and the school of a guaranteed emergency number and a place of shelter.

### **Emergency Telephone Number**

Please provide the school with a telephone number where you or a responsible adult may be reached quickly. There are times when the school needs to contact someone immediately. Examples of such situations include illness or injury.

**Unexpected Early Dismissals**

It is extremely important that children know what to do in the case of an unexpected early dismissal (Example, extreme heat, a building problem or winter weather conditions). Every family should have a plan as to what their child is to do if school should be dismissed unexpectedly. The potential for a serious problem arises when elementary age children have no idea what to do in the event school is unexpectedly dismissed early.

**Harassment**

Harassment of students by other students will not be tolerated at the North Bend Elementary School. Harassment includes, but is not limited to racial, religious, national origin, age, disability and sexual harassment. Student-to student sexual harassment involves any unwelcome verbal, written or physical conduct. Students who engage in student-to-student harassment will be subject to a full range of disciplinary measures.

**Threats**

Threats of violence will not be tolerated at North Bend Elementary School. Students who make verbal or written threats against the safety of other students will be subject to a full range of disciplinary measures.

**Health Policies****Communicable Diseases**

Any student with a communicable disease should remain out of school until symptoms subside. The school nurse is available for consultation with parents. Likewise, a student suspected of having a communicable disease at school will be sent home by the school nurse. In some instances, the student will not be allowed back into school unless he or she brings a note from a doctor.

The Clear Creek Amana Community School District employs a school nurse to see that the students meet health standards as required by Iowa law. The nurse works in all buildings on a regular basis and is on call for any emergency. Personnel qualified to administer first aid are available in each building.

**Emergency Care of Accidents and Injuries**

1. Parents should provide the school with the following emergency information for school files:
  - a. Name of person to notify (parent, guardian, responsible adult) and telephone number during the school day.



- b. Name of physician and/or hospital, which the family prefers, for medical care.
  - c. Any pertinent health information.
  - d. Telephone numbers where parents may be reached during school hours.
2. In case of an accident or illness of a student, the school's responsibility is to:
- a. Give first aid.
  - b. Notify parents or guardians
  - c. Make sure student has transportation home.
  - d. Guide parents to sources or treatment, if necessary.

In the event of a serious emergency, the student may be sent immediately to the designated doctor or hospital.

## **Medication Policy**

### ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take medication during the school day. Medication shall be administered by the school nurse or in the nurse's absence by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course shall be conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. Students who have demonstrated competence in administering their own medication may self-administer their medication.

Medication will not be administered without written authorization that is signed and dated from the parent, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration. Written authorization will also be secured when the parent requests student co-administration of medication when competency is demonstrated. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances actions or omissions. Administration of medication records shall be kept confidential.

The school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

The superintendent shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have taken the prescribed course and periodically review the prescribed course. Annually, each student shall be provided with the requirements for administration of medication at school.

Approved 8/21/95

Reviewed

Revised 10/21/99

Administrative Policy  
Administration of Medication  
10/20/99

If the parents request a change in the time or dosage level of a medication (as in the case of a behavior modification drugs for example) the nurse will contact the doctor to insure the change is authorized. A standing order for adjustments by the parents may be obtained from the doctor.

The nurse will document the time and date of contact with either parents or physicians for time or dosage changes to prescription medication.

### **Screening Program**

The following screening programs are done each year with the elementary students:

Vision screening: K-5 is done by Grant Wood AEA, near and far vision, muscle balance. All first graders are tested for color blindness.

Hearing: Hearing screening is performed in grades K, 1, 2 and 5. Students in other grades may be tested if there is a known history of ear problems or if the student is new to the school. Parents who do not want their child's hearing tested will need to indicate IN WRITING to the SCHOOL.

Blood Pressure and Scoliosis (Curvature of the spine) is checked for all 5<sup>th</sup> graders annually.

Throughout the school year, a student who appears to be having either a vision or hearing problem can be screened upon request of the classroom teacher and the parents.

If you do not want your child screened, indicate in writing to Mr. Ray Strobbe, Principal at the school.

### **Illness**

If a student becomes ill during the day, teachers will report the illness to the secretary in the office. If the student must leave the building because of illness or any other emergency, parents will be notified by telephone.

### **Leaving School Grounds**

No child is allowed to leave the school property without the principal's permission. The lunch hour is closed and children are not allowed to go home at noon. Under no circumstances will a child be allowed to leave with anyone other than a parent or guardian, without notice or verbal confirmation from the parent.

### **No School**

See Emergency and Inclement Weather

### **Open Enrollment**

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

December 31st - Last date for open enrollment grades 1-5 for the school year beginning the following August.

June 30 - Last date for open enrollment requests for children entering kindergarten in the fall.

Parents or guardians of open enrolled students whose income fall below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For more information, contact

the Clear Creek Amana Community School District, central office at 828-4510.

### **School Day**

School starts at 8:15 a.m. Students are dismissed at 3:00 p.m. Students are asked to arrive no earlier than 7:45 a.m. After school, students should leave the building unless they are in a supervised area or involved in a scheduled school activity.

### **Student Fees and Waivers**

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

### **Student Property**

Students should not bring large sums of money or valuable personal items to school. The school is not responsible for finding or replacing items, which should not have been brought to school.

Toys that represent guns or other weapons (look-a-likes) are not permitted at school. Clothing that advertises alcohol or tobacco products may not be worn at school. Children may not wear clothing that has profanity of any type or indecent, inappropriate, or suggestive printing on it. Students may not bring onto school property any type of knife, firearm, ammunition, explosive or lighter.

### **Searches**

School lockers, desks and other facilities or spaces owned by the school are subject to search by school officials. Searches will be conducted in the presence of the student or in the presence of at least one other person.

Personal belongings, such as purses, duffel bags, etc., may be searched by school officials if there is reasonable suspicion that the student may

have something in his/her possession that violates school rules or state laws.

### **Tobacco, Alcohol and Drugs, Notification of**

The use, possession and/or distribution of alcohol or illicit drugs is against the law and against the policy of the Clear Creek Amana Community School District. Use, possession or distribution will not be tolerated on school grounds or at any school-related activities or events.

The full range of disciplinary actions outlined in the student handbook is available to deal with alcohol or illicit drug abuse, including expulsion and referral for prosecution. Students who violate this policy may be required to complete a rehabilitation program prior to re-entry to school as a part of a disciplinary action.

Information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students may be obtained through the school social worker. Compliance with this policy is mandatory for students. Students and their parents will receive a copy of this notification.

### **Visitors**

As a general policy, North Bend Elementary School does not permit students to bring school age friends or relatives to school. An exception may be made for former students who wish to visit friends during lunch and noon recess. Former students will not be permitted to attend elementary classes.

### **Weapons**

Weapons, dangerous objects or toys that represent weapons (look-a-likes), are not allowed on school property or at school sponsored events.

Weapons include any kind of firearms, ammunition, explosives or knives. Any other item that is used to threaten the physical safety of others will be treated as a weapon or dangerous object.

Weapons or dangerous objects will be taken from students and others who bring them onto school property. Appropriate disciplinary action will be taken which may include calling a law enforcement officer, suspension or expulsion from school.

In certain instances, the possession of a look-a-like may result in the same disciplinary action as the possession of a weapon or dangerous

object. The need for disciplinary action in regard to the possession of a look-a-like will be decided on a case-by-case basis.

**BOARD POLICY READS AS FOLLOWS: WEAPONS CODE NO. 502-8**

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

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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 weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

**Section VI: Appendices**

**School Calendar**