

Clarksville Elementary School



Parent/Student Handbook 2025-2026

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Clarksville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, socioeconomic status, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, socioeconomic status, national origin, creed, sex, sexual orientation, gender identity or disability 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: Superintendent Olmstead, 318 North Mather Street, Clarksville, Iowa 50619, (molmstead@clarksville.k12.ia.us) 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 or *Iowa Code* § 280.3 (2007). The address for the District 7 Office for Civil Rights, Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov

This handbook is divided into sections by topic. A table of contents is included. If you are accessing this document online you may use the hyperlinks in the table of contents by clicking the section that you would like to read. The six overarching sections which include: Medical/Health/Safety, Behavior & Supports, Educational Programs & Supports, Communication & Parent Involvement, General District Information, and Registration/Enrollment.

Table of Contents

WELCOME, SCHOOL MISSION, HOURS, CONTACT INFO	4
A WORD TO PARENTS	5
Medical/Health/Safety Related	6
ASBESTOS NOTIFICATION.	6
COLD WEATHER GUIDELINES.	6
COMMUNICABLE DISEASES.	6
FIRST AID.	6
HEAD LICE.	6
HUMAN GROWTH & DEVELOPMENT.	7
ILLNESS/INJURY.	7
IMMUNIZATIONS.	7
INSURANCE.	7
MEDICATION.	7
MEAL PROGRAM.	8
PERSONAL HYGIENE.	8
RECESS/Physical Education Excusal	8
EMERGENCY DRILLS.	8
Behavior & Supports	9
ARTIFICIAL INTELLIGENCE	10
ALCOHOL AND DRUGS.	10
ACTIVITY ATTENDANCE.	10
ARRIVAL ON CAMPUS.	10
BEHAVIOR INTERVENTION.	10
BIKES/SCOOTERS.	10
BUS EXPECTATIONS.	11
CELL PHONES.	11
CHEATING.	11
CHECK-IN/CHECK-OUT.	12
COMPUTER USE.	12
DAMAGE TO SCHOOL PROPERTY.	12
DISCIPLINE / STUDENT CONDUCT.	12
DRESS AND APPEARANCE.	12
FIREARMS PROHIBITION. Board Policy 502.12	12
WEAPONS.	13
INTERNET.	13
LOCKER SEARCHES.	14
PLAYGROUND RULES BEFORE/AFTER SCHOOL:	14

ROLLERBLADES / ROLLER-SKATES / BALLS.	14
AFTER SCHOOL DISMISSAL	14
SEARCH AND SEIZURE.	14
SOLICITING.	14
POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS	14
BEHAVIOR MATRIX	15
FOOTBALL GAMES.	18
GYMNASIUM ACTIVITIES.	18
GEI PROCESS.	18
HARASSMENT, INITIATIONS, HAZING OR BULLYING.	18
ZONES OF REGULATION	19
Educational Programs & Supports	20
GEI PROCESS.	20
ELEMENTARY STUDENT COUNCIL.	20
MENTORS.	
Communication & Parent Involvement	20
CHANGE OF ADDRESS.	20
CHILD CUSTODY.	20
COMMUNICATION - CHAIN OF COMMAND.	20
CONFERENCES-REPORTING.	21
CANCELLATION / EARLY DISMISSAL.	21
PARENT AND FAMILY ENGAGEMENT.	22
VISITORS AT SCHOOL.	22
ANIMALS AT SCHOOL.	22
VOLUNTEERS.	23
General District Information	23
ATTENDANCE/ABSENCE	23
CHURCH NIGHT.	24
GUESTS.	24
HOURS.	25
INVITATIONS/BALLOON/FLOWER DELIVERY.	25
LOST & FOUND.	25
STUDENT DIRECTORY INFORMATION.	25
STUDENT RECORDS.	25
Registration/Enrollment Information	26
ENROLLMENT / ADMISSION REQUIREMENTS.	26
PERMISSION TO PICK-UP.	26
PRESCHOOL FEES.	26
FEES (WAIVER).	27
OPEN ENROLLMENT.	27
FREE/REDUCED LUNCH.	27

Clarksville Community School District

Welcome to Clarksville Community School District - Home of the Indians! On behalf of the board of education, administration, teachers, and staff, we welcome both parents and students to the 2025-2026 school year. We are grateful to have the opportunity to serve you and your family. Clarksville School has a rich tradition of excellence in education and we are very proud of our students' academic achievements and good conduct. We hope your child will benefit from some of the many opportunities we offer for students to grow academically, physically, emotionally, and socially. This Student Handbook is a summary of the rules and regulations that are in effect for Clarksville Elementary School. These rules and regulations are very important to help make the Clarksville School District a safe place for all children to learn. Please take the time to read this handbook and review important information with your child(ren). Clarksville is a wonderful environment for developing young minds and we hope to create lasting memories for your child. Please remember that our door is always open for questions, comments, or concerns.

Sincerely,

Kristi Hannemann, PK-12 Principal

School Mission

It is the mission of Clarksville Community School to provide the finest educational opportunities so that all might achieve their fullest potential.

Core Values

Personal Growth

Respect

Involvement

Dedication

Educational Environment

District Goals

- 1. We will foster a safe and collaborative culture.*
- 2. We will have effective teaching in every classroom.*
- 3. We will ensure a guaranteed and viable curriculum.*

Elementary Hours of Operation

Breakfast bell	7:40
Class begins	8:00
Students dismissed	3:40

Contact Information

Superintendent's Office: (319) 278-4008
Elementary Office: (319) 278-4560
318 N Mather St.
Clarksville, IA 50619

A WORD TO PARENTS

As a parent, you know your child better than anyone else. The Clarksville Elementary School functions best as a cooperative partner with our families. When you have a strong, positive relationship with your child's teacher and school, you will be in a better position to provide us the information we need in order to serve your child best. We value the work you do at home and are ready to work with you. In efforts to help your child have the most successful year possible, we ask that you help in seeing that:

1. Your child attends school regularly.
2. Your child has sufficient time at home for rest and study.
3. You check your child's bag daily for homework, notes and information.
4. Your child's report card and completed assignments are reviewed and discussed with your child.
5. You, as a parent, read this handbook and fully understand the regulations of our school.
6. You, as a parent, take an interest in school activities and organizations.

Thank you for your attention to this. Please let us know if there is any way we can assist you.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

In compliance with the policy passed by the State Board of Education, the Clarksville School Board designates the following investigators of alleged physical and sexual abuse of students by school employees. (Level I): PK-12 Principal Kristi Hannemann (278-4560). Contact the Level I investigator for grievance procedures and forms contained in the district's plan. The Level II investigator is designated to be someone not employed by the district.

An individual who has knowledge that an employee has physically or sexually abused a student may immediately report it to the building principal, who is the school district's Level I investigator. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report. The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible. In performing the investigation, the investigator will have access to the educational records of the alleged student victim as well as access to the student for interviewing purposes.

This information can be referenced under Clarksville School Board Policy 402.3, 402.3R1, 402.3E1, 402.3E2.

Medical/Health/Safety Related

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 school and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector, as required by the AHERA, has inspected the school district facilities. 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 plans for regular surveillance of the material. A copy of the management plan is available for inspection in the office.

NOTE: Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually. Each school building must have a plan in the office.

COLD WEATHER GUIDELINES.

Following are the specific guidelines for winter clothing at recess while students are at school so students stay warm and comfortable:

1. 60 or below: long sleeves, jacket or sweatshirt worn over regular school clothes.
2. 40 or below: coat, hat (stocking hat, earmuffs or ski band) and mittens or gloves will be required.
3. 32 or below: winter gear from head to toe (coat, hat, mittens or gloves, snow pants, and snow boots).
4. Snow boots and snow pants will be required as weather dictates everyday until notice is given.
5. Students must have a pair of shoes to wear in the building during the school day.

WE WILL GO OUTSIDE IF THE TEMPERATURE OR WIND-CHILL IS 0 DEGREES OR ABOVE.

If families need assistance with outdoor winter clothing, please contact the elementary school office.

Your request will remain confidential.

COMMUNICABLE DISEASES.

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend school, the student shall not attend or participate in school activities without their personal physician's approval. Infectious or communicable diseases include but are not limited to mumps, measles, and chicken pox.

FIRST AID.

The school nurse and elementary secretary serve as our first aid providers. He/she assists ill children, makes parent contacts in the event of illness, administers general first aid and dispenses medication to students who have the appropriate forms on file.

HEAD LICE.

Unfortunately, each year we have a few cases of head lice which are reported to the office or which are recognized by school personnel. Head lice are basically harmless, but are a nuisance because they can spread very easily through contact. If a student is identified as having head lice, we will notify parents by phone, provide educational materials on treatment, and review treatment protocols.

HUMAN GROWTH & DEVELOPMENT.

The school district's health curriculum follows School Laws of Iowa and Board policy wherein it is stated the program is to offer "instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease." Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from instruction. The written request shall include a proposed alternate activity or study acceptable to both the building-level principal and the superintendent. The superintendent shall have the final authority.

ILLNESS/INJURY.

When a student becomes ill or is injured at school his/her teacher will notify the office and parents will be contacted according 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 other persons as directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school will contact emergency personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

We urge parents to keep your child at home for 24 hours if he or she has any of the following symptoms: + 100 fever, sore throat, vomiting and nausea, skin rash, inflamed eyes, skin lesions, or severe headaches.

It is against school rules to take medication at school except through the office. No medication will be given at school unless:

1. It comes to school in the original pharmacy container.
2. A parent permission form is completed.

IMMUNIZATIONS.

Prior to starting the school year 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 certification 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 exempt from the immunization requirements. Parents who have questions should contact the office.

INSURANCE.

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 from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are encouraged to call 1-800-257-8563 (toll free) or go to the web site at <http://www.hawk-i.org/> for more information.

MEDICATION.

Before giving your child medication at school, written consent must be provided by the parent/guardian along with the following information: **name of medication, dosage to be given, time the medication is to be given, reason for which the medication is given, and name of the prescribing doctor. The medicine must be provided in the ORIGINAL BOTTLE.** Consent forms are available at the school office or your family doctor. A written record will be kept on any medication given at school. The school assumes no responsibility for students taking non-prescription or over-the-counter drugs.

MEAL PROGRAM.

Clarksville Elementary School offers breakfast to students during the hours of 7:40 - 7:55 A.M. Students will not be allowed into the building until 7:40 am so they should not arrive before that time. If this accommodates your morning routine, this is an excellent opportunity for students to get a nutritious breakfast. A nutritious and delicious hot lunch is available each day for those who wish to take part. We believe we have one of the finest lunch programs around!

We have an automated system that allows parents to contribute whatever dollar amount they wish to their child's account to pay for meals. Each day the child eats breakfast, hot lunch, and/or has milk break, money will be deducted from the child's account. Students will be assigned a barcode number in the lunchroom which will be scanned when the child eats. Payment for breakfast, lunch and milk tickets may be given to the food service manager, before school or at lunch time, or students may give the money to the classroom teacher to be passed on to the food service manager. Cold lunches should be adequately marked with proper identification.

PERSONAL HYGIENE.

Your child is with us at school a great percentage of the day. We are concerned about your child as an individual, his/her education, and health. As a parent, please work with the school to help your child develop the following good health habits:

1. Get an adequate amount of sleep. 10-12 hours for elementary students
2. Allow adequate time in the morning for breakfast.
3. Wash and bathe regularly so that he/she will always come to school looking and smelling clean.
4. Brush teeth regularly, keep hair clean and combed.
5. Dress children in clean clothes suitable to weather conditions.
6. Teach your child to blow his/her nose and cover his/her mouth when coughing or sneezing.
7. Use a handkerchief or tissue when needed. Bring your own supply.
8. Keep hands and objects out of the mouth and nose.
9. Eat nourishing meals.

RECESS/Physical Education Excusal

Recess is an integral part of the school day, the same as any other scheduled activity, and every child should participate fully. Students may stay in for recess for one day with a written excuse from the parent. If a student must stay in for 2 or more consecutive days, a written excuse from the doctor will be necessary.

EMERGENCY DRILLS.

A minimum of two (2) fire drills and two (2) tornado drills will be held each semester. At the beginning of the school year teachers will review regulations for these drills with students assigned to their classes. Students should become familiar with these regulations, particularly the exits to be used when in any of the rooms assigned during the school day.

During a fire drill, students are expected to empty the building as soon as possible. Walk rapidly but do not run. Students are expected to be absolutely quiet during emergency drills.

Behavior & Supports

ARTIFICIAL INTELLIGENCE.

We are excited for students to learn and explore with new tools like AI. AI can help students be creative and curious - but it must be used safely, kindly, and responsibly. The following are elementary expectations:

1. LEARNING USE ONLY

- Students can only use AI tools for schoolwork or learning activities, when allowed by a teacher.
- AI tools may not be used to play games, chat for fun, or explore unrelated topics during school.
- Students must not turn in work created by AI as their own without a teacher's permission.

2. HONEST AND FAIR USE

- Students should always try their best and do their own thinking.
- AI tools should never be used to cheat, copy answers, or skip learning steps.
- It's important to give credit to others when ideas or words come from another source.

3. PROTECTING PRIVACY

- Students should NEVER type in personal information (like full names, addresses, or passwords) into an AI tool.
- If unsure about using an AI site or app, students should always ask a teacher first.
- AI should not be used to talk about, share, or create things about other people

4. BEING KIND AND RESPECTFUL

- AI tools should not be used to create or share mean, fake, or inappropriate messages, pictures, or stories.
- Students are not allowed to make up or change things about other people using AI - this includes making fake pictures or pretending to be someone else.
- Using AI to hurt, embarrass, or bother someone is not allowed and will be taken seriously.

5. STAYING SAFE

- AI tools must not be used to look for or share anything harmful or not meant for kids.
- Students must not try to get around school filters or rules on school devices.
- If a student sees something upsetting or wrong while using AI, they must tell an adult right away.

6. SMART USE OF AI

- AI can help with ideas – but students should do their own learning and thinking first.
- Relying too much on AI can keep students from learning new skills and doing their best work.

7. SCHOOL RULES AND SUPERVISION

- Teachers and school staff may check how students are using AI at school to make sure it's safe and follows the rules.
- Students must cooperate if a teacher or principal needs to check how an AI tool was used.

8. WHAT HAPPENS IF AI IS MISUSED

If a student breaks these rules, the school will respond depending on the situation. Possible consequences are include but are not limited to:

- Loss of credit on assignments.
- Loss of technology privileges.
- Parent and principal conferences.
- Other disciplinary measures will result from creating or sharing harmful or inappropriate content.

ALCOHOL AND DRUGS.

A dangerous drug is defined as any alcoholic beverage or any controlled substance listed in Iowa Code Chapter 204 (for example: opiates, narcotics, hallucinogenic substances, stimulants, and depressants), which are illegal without a doctor's prescription.

NO student is allowed to have a dangerous drug in his or her possession on school grounds or off school grounds while the student is participating in a school sponsored activity. Any dangerous drug which is found in the possession of a student will be confiscated and turned over to the police. Discipline will be handled on a case by case basis following School Board policy.

ACTIVITY ATTENDANCE.

We welcome and encourage all elementary students as spectators at our activity events. We do expect that they come to be spectators and behave in an appropriate manner while at events. Please review proper behavior rules with your child before sending them to activity functions. Younger children should be accompanied by an older, responsible person, preferably a parent.

ARRIVAL ON CAMPUS.

Once a student arrives at school, he or she is not to leave the campus unless a parent signs the child out on the sign-out sheet located in the school office. It is our belief that once a student is on school property, including a school bus, the school accepts responsibility for the student. The safety and welfare of the student may be jeopardized if the student leaves the campus after arriving at school without a parent properly signing the child out.

BEHAVIOR INTERVENTION.

District Policy Supporting the Revised Iowa Code 281-Chapter 103

1. Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation, and a comfortable temperature and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and there will be ability to leave the area during an emergency. The room will be free of dangerous objects or instruments.
2. Revised Iowa Code 281-Chapter 103 applies to all students.
3. Material restraints will not be utilized.
4. Adult supervision is maintained in all areas used for student behavior intervention.
5. Physical restraint, confinements and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
6. School staff will receive adequate and periodic training prior to using physical restraints.
7. Parents/guardians will receive notification of behavior intervention.
8. Building principals have a copy of Iowa Code 281-Chapter 103 which is available for parent review.
9. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and /or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

BIKES/SCOOTERS.

Students riding their bikes to school should cross the street at the corners, walk their bikes on the school sidewalk and park their bikes in the appropriate bike racks located at all elementary entrances.

BUS EXPECTATIONS.

The main goal of our transportation department is to transport all bus riders safely to and from school. In order to accomplish this goal, we need the cooperation of other drivers on the road and student bus riders. Good student behavior while entering, riding, and leaving the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers. Please take a few minutes to review with your child the information below concerning student conduct on the bus. The primary purpose of rules and procedures on the buses are for the safety of all students. Your child's cooperation in following all rules and procedures is expected and appreciated by our drivers.

Expectations

1. When entering the bus, go directly to your seat without disturbing others.
2. Sit and stay in your seat until you reach your destination. This means back to back, seat to seat, and feet to floor.
3. Keep hands, feet, and other objects to yourself.
4. Talking should be quiet and appropriate (no yelling, teasing, or profane language).
5. Respect bus property, including keeping the bus clean.
6. Respect and listen to the bus driver while following all directions the first time given.
7. Keep aisles clear of books and bags.

Administration will work together with the transportation department to determine infractions and any consequences. Major and minor infractions are determined by PBIS matrix. Referrals will reset at each semester. Administration also reserves the right to move to any consequence level depending on the severity of the infraction and/or threat to the safety of others.

Students riding home on the bus to another student's home should make prior arrangements with the elementary office for a bus note.

CELL PHONES.

Cell phones are not to be used or activated during the school day. All students have access to the telephone through the school office and parents may also use the school office to call and leave messages. If a student brings his/her cell phone to school, it must be kept in the student's locker at all times. Students will not have access to their phones at any time during the school day.

Violation of the school cell phone policy will result in confiscation of the cell phone. Confiscated cell phones will only be returned to the parent of the owner. Repeat offenses of the cell phone policy will result in more severe disciplinary action.

CHEATING.

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of use of the media center or computers.

CHECK-IN/CHECK-OUT.

For your child's safety, **we request you check-in at the elementary school office and sign your child out** if you are taking him/her from school for any reason (doctor's appointment, family business, etc.). Children should sign in upon return.

COMPUTER USE.

The Clarksville Community School district provides excellent computer facilities for its students. Computer equipment is expensive; so while we want to provide as much "hands on" time as possible for students we also expect students to exercise proper care while using computers.

DAMAGE TO SCHOOL PROPERTY.

Students damaging any school or personal property shall pay in full for all such damages or such other restitution as arranged by the office.

DISCIPLINE / STUDENT CONDUCT.

One goal of education is to help students develop self-discipline. This comes with age and experience. Until students have developed adequate self-discipline, they need the help of parents and teachers. At Clarksville, we feel that certain rules and policies have been established to make our school run effectively. Each student is taught the rules and knows that some consequence will follow if the rules are broken.

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

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

DRESS AND APPEARANCE.

Students should dress and groom themselves in an appropriate manner at all times and their appearance should reflect good taste. Individual appearance is mainly the responsibility of the student and his/her parents. It is our feeling that students should dress in a neat, clean, and appropriate manner. Dress which is not acceptable includes print or pictures on clothing which is offensive or in poor taste and clothing with cigarette, chewing tobacco, or beer and alcohol ads displayed on them. Clothing should also cover the midriff area of all our students.

FIREARMS PROHIBITION. Board Policy 502.12

Students who bring a firearm(s) to school shall be expelled for no less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend the expulsion requirement be modified for a student on a case-by-case basis.

The term "firearm" means:

- a. Any weapon(s) which will or is designed to or may readily be converted to expel a projectile by the action of explosive or any propellant;
- b. Any type of starter gun, BB gun, or pellet gun;
- c. The frame or receiver of any such weapon;
- d. Any firearm muffler or firearm silencer; and
- e. Any destructive device.

The term "destructive device" means:

- a. Any type of explosive, incendiary, poison gas (e.g. bomb, grenade, rocket, or missile);
- b. Any type of weapon which will (or can) expel a projectile by the action of an explosive or other propellant; and
- c. Any combination of parts designed to convert any device into a destructive device.

For the purposes of this policy, bringing a firearm(s) to school includes:

- a. On the school grounds during and immediately before or immediately after school hours;
- b. On the school grounds at any other time when the school is used by a school group;
- c. Off the school grounds at a school activity, function, or events; and
- d. In any building, area, or vehicle owned, leased or borrowed by the school district.

The firearm(s) under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

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. Weapons can include but are not limited to guns, knives, razor blades, laser lights, sharp objects, and blunt objects, real or toy, which are used in a threatening manner and/or to harm others. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Board Policy # 502.9

INTERNET.

The Internet is a collection of interconnected computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet through the computers located in the classrooms and the computer lab under the direct supervision of the classroom teacher. An "Internet Appropriate Use Form" with student expectations will be given to all students at the beginning of the school year which will need to be signed by the parent/guardian before Internet access can be granted.

LOCKER SEARCHES.

Periodic inspections and/or searches may occur in any school-owned property. Examples of school-owned property include, but are not limited to lockers, desks and other storage areas. Searches must be reasonably related in scope to the circumstances which gave rise to the need for the search. Searches must either occur in the presence of the student or in the presence of at least one other person.

PLAYGROUND RULES BEFORE/AFTER SCHOOL:

Students are not allowed on the playground prior to the start of a school day. Students are encouraged to use the playground after school and/or on weekends under the supervision of an adult.

ROLLERBLADES / ROLLER-SKATES / BALLS.

Rollerblades, roller-skates, and Heeleys are not allowed during the school day or at school sponsored events. We request that students do not bring blades or skates to school. If students would like to use the school blacktop outside of school hours and activities, they must go home to get their blades or skates after school and then return. Students are also asked to not bring baseballs, softballs or handballs to school for safety reasons. The school supplies students with balls during recess times.

AFTER SCHOOL DISMISSAL

Students need to go straight home, to the designated caregiver, or to the appropriate place arranged by the parent after school. By following these rules, students will enjoy their travel to and from school and will also reduce the likelihood of an accident or injury.

SEARCH AND SEIZURE.

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, inspect or search a student, student lockers, desks, work areas, or student vehicles under the circumstances as outlined in the following regulations: to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises or at a school sponsored activity.

All non-maintenance searches must be based on "reasonable suspicion" and be reasonable in scope.

SOLICITING.

When students are involved in outside school fundraising activities, we ask that they not solicit funds from teachers and staff members at school.

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS

Clarksville Elementary uses PBIS expectations for our students. Staff and students use the words **All-Star** behavior. The **STAR** stands for **S**haring and Caring, **T**rustworthiness, **A**ppropriate Choices, **R**espect. The

students understand the positive expectations throughout the school building. The students and classes have opportunities to earn tickets and class stars throughout the year for their positive choices. Clarksville CSD makes every effort to recognize students for positive behavior through individual and class recognition. We also teach students how to regulate their emotions through our Zones of Regulation initiative.

If a student is not following All-Star behavior, students are given an infraction based on the behavior matrix below. The following is a list of consequences that could be/have been issued to students. This is dependent on the number and severity of the infractions. Since we want to see every student succeed, the purpose of these consequences are intended to be educational, not punitive. In all disciplinary cases in which penalties are to be assessed, the person administering the penalty shall make every attempt to assess reasonable and appropriate penalties. Data is kept on these behaviors, which can be used to assist the staff, students, and families in creating a plan to ensure that all students are successful. Administration may use one or more of the following consequences for Majors:

- Student Conference
- Loss of privilege
- Phone call home
- Restitution
- Intervention
- Referral to Student Success Center
- Community Service
- In School Suspension or Saturday School
- Out of School Suspension
- Police Referral
- Other consequences deemed necessary

CLARKSVILLE ELEMENTARY
Micro/Minor/Major Behavior Matrix

MICRO	MINOR	MAJOR
<u>Inappropriate Words</u> -Use of milder inappropriate language (shut-up, sucks, crap, effing) - Profanity that is not intended but "slips out" -Unintentional hurtful words (shows remorse)	<u>Inappropriate Words</u> <u>Repeated</u> use of milder inappropriate language (shut-up, sucks)	<u>Inappropriate Words</u> -Sexual words or innuendo -using profane language purposefully or nonverbal gesture directed at teacher or student -repeated profanity nonverbal or verbal
<u>Physical Aggression</u> -Throwing small objects with no intended target -"play" fighting, agreed upon rough housing -budging in line	<u>Physical Aggression</u> <u>Repeated</u> pushing or budging in line -pushing back toward someone who initiated contact -bumping into others intentionally -invading personal space purposefully -intentionally throwing small objects at someone	<u>Physical Aggression</u> -hitting/slapping/punching -throwing harmful objects at someone -pushing to the ground with injury -kicking/biting/hair pulling/intentionally spitting -initiating a fight -premeditated assault -assault that leaves a mark or injury -threatening gesture with dangerous object (a bat, large stick, rock)
<u>Defiance/Disrespect/Noncompliance</u> -not following directions -smirking during problem solving -hiding or crawling under tables or furniture -leaving room without permission -passive refusal to participate	<u>Defiance/Disrespect/Noncompliance</u> -making noises after being asked to stop -walking away from teacher when being spoken to -running/skipping in the hall after a reminder -not following directions after a "Micro" -not responsive after a cool down/refuse to process -yelling/arguing with an adult -repeatedly leaving room without permission -repeated crawling or hiding under a table or furniture -ignoring reasonable request to stop low level disruption; overt refusal to participate -not working/unfinished work and/or not participating in group work	<u>Defiance/Disrespect/Noncompliance</u> -complete refusal to follow classroom to destination such as specials, playground, etc. (hiding or crawling under tables or furniture) -total refusal to comply/shuts down/ requires removal from situation by an adult -leaving building -hiding in unsafe areas of the building -repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation -repetitive minor incidences that normal classroom consequences are not addressing

MICRO	MINOR	MAJOR
<u>Disruption</u> -occasional blurting out -loud voices/yelling in the building -slamming lockers and doors -unnecessary roaming in the hallway	<u>Disruption</u> -keeping others from learning through noise or action -talking out of turn/interrupting constantly -repeated unnecessary roaming the room, hall, etc. -slamming lockers and doors (intentionally repeated out of anger) -turning lights off in the bathroom	<u>Disruption</u> -throwing chairs, tables, desks, etc. -standing on furniture or counters -closing someone in a locker -threatening an unsafe action to self or others -bomb threat -false fire alarm
<u>Harassment/Teasing/Taunting</u> -name calling (stupid, dumb...) -not respecting other's space (too close)	<u>Harassment/Teasing/Taunting</u> - <i>repeated</i> name calling (racial, sexual orientation) -threatening gestures (showing a fist) -Intentionally blocking the path of others -spreading hurtful rumors -threatening to hurt others through words or actions -intentionally embarrassing someone through words or actions -invading someone's privacy (peeking under bathroom stalls)	<u>Harassment/Teasing/Taunting</u> -targeted intentional name calling (racial, sexual orientation) -direct threats toward personal safety (threatening to beat up or kill someone) -organized teasing toward specific victim -inappropriate touching -sexual comments: written or spoken -exposing privates
<u>Property Damage</u> -fiddling in other's desk (not stealing) -missing or destroying own property (pencils, erasers) -unintentional damage, shows remorse	<u>Property Damage</u> -making marks on school property -punching/kicking lockers -making a mess in the restrooms with water, paper towels, etc.	<u>Property Damage</u> -going to the bathroom on the floor or in an inappropriate area -intentionally breaking desks or chairs -writing on bathroom walls or stalls -vandalism
<u>Lying/Cheating/Theft</u> -making up stories -tattling to get others in trouble	<u>Lying/Cheating/Theft</u> -taking another's property (minor value) -refusing to return "borrowed" item -purposefully copying of someone else's work	<u>Lying/Cheating/Theft</u> -taking another's property (significant sentimental or monetary value) -not telling the truth when it involves someone's personal safety or property damage
<u>Technology</u>	<u>Technology</u> -use of electronic devices during school hours. -improper use of school technology Ex: checking/sending personal emails, chatting, picking/tapping, going on sites/apps	<u>Technology</u> -repeated use of electronic device during school hours -failure to follow staff directive after 2nd offense (minor) -inappropriate use

FOOTBALL GAMES.

1. It is strongly suggested that all elementary children be accompanied by a parent or other responsible adult when attending football games. Student safety and consideration for other spectators attending the game must be considered.
2. Students will view the game from the bleachers.
3. Playing football, tag or other activities are to take place in the area East, NE of the football field, outside of the track. These activities will be kept away from other spectators.
4. Students are to remain on the home side. No loitering in the visitor area.
5. Students who cannot follow rules will be asked to leave. Admission will not be refunded.

GYMNASIUM ACTIVITIES.

Students will be expected to be seated on the home side. Students should not cross under baskets or be on the playing surface at any time.

GEI PROCESS.

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, Central Rivers AEA support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

HARASSMENT, INITIATIONS, HAZING OR BULLYING.

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ Tell a teacher, counselor or principal; and
 - ✓ Complete a bullying incident report form. Students can receive help in completing this form. Students must keep a copy and provide a copy of this form to a school employee.
- If parents/guardians receive information about bullying from their child, you must complete a bullying/harassment complaint form found on the Clarksville School website and/or shared in our weekly newsletter. Parents should communicate this information with the school as soon as they are aware of the situation. Communication and documentation is the key to stopping this behavior.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed,

national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories or activities

Zones of Regulation

The Zones is a systematic, cognitive behavioral approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete colored zones. Clarksville CSD utilizes Zones of Regulation PK-12. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.

By addressing underlying deficits in emotional and sensory regulation, executive functioning, and social cognition, the framework is designed to help move students toward independent regulation. The Zones of Regulation incorporates Social Thinking® (www.socialthinking.com) concepts and numerous visuals to teach students to identify their feelings/level of alertness, understand how their behavior impacts those around them, and learn what tools they can use to manage their feelings and states.

Educational Programs & Supports

GEI PROCESS.

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The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

ELEMENTARY STUDENT COUNCIL.

The purpose of this is to give students a voice in how to make our school even better (ex. Establishing a school store, spreading kindness, charitable donations, etc.) Students in 3rd-6th grade are able to apply for one of these leadership positions. This process consists of writing a letter of application and having reference letters. One male and one female student are selected from each grade. If students have interest in applying for these leadership positions, they should consult their grade level teacher for more information.

MENTORS.

The Clarksville Elementary School offers students the opportunity to be matched with a high school volunteer mentor who will meet at least once a week with the child for 20-30 minutes. The mentor develops a trusting friendship with the child in the school setting. The mentor and student have the option to read, work on the computer, work on social skills development, do an outside activity or just talk during their meeting time. When pairing students, personalities, needs, and schedules are taken into consideration to find a good fit. If you would like your child to be matched with a mentor or if you would like to serve as a mentor, please contact the school office.

Communication & Parent Involvement

CHANGE OF ADDRESS.

All changes of address, phone numbers, etc. should be reported to the school office as soon as they occur.

CHILD CUSTODY.

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

COMMUNICATION - CHAIN OF COMMAND.

(Should you have questions, concerns or thoughts you would like to share with us at any time, please do. Your input is considered very valuable in your child's education. Our staff is dedicated to providing experiences that contribute to a total learning environment for the children.)

Clarksville Community School desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In our district, the chain of command refers to communication levels of authority in the

school district. School Districts institute the Chain of Command to provide stakeholders at all levels with a person they may ask questions or report complaints. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

Many questions are quickly and completely answered by communicating directly with the affected staff member. Each situation is different. Below are some examples to help you begin your journey.

Academic/Behavior/Discipline/Instruction/Support Service Concern or Questions

1. Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc.
2. Building Principal
3. Superintendent
4. Board of Education

Athletics/Extracurricular Activities Concern or Questions

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

Personnel Issues (Start with the person you have a concern)

1. Teacher, Bus Driver, Paraprofessional, School Nurse, Custodian, etc
2. Athletic Director (if it involves extracurricular activity personnel)
3. Building Principal
4. Superintendent
5. Board of Education

CONFERENCES-REPORTING.

Report cards indicating pupil progress are sent home at the end of each trimester. Two parent/teacher conferences are scheduled during the school year--one in the fall and one in the spring. In addition to our conferences scheduled during the year each parent(s) and student will participate in an In-take conference prior to school beginning with their teacher. Other conferences may be requested as needed by either the teacher or parent. These conferences are a two-way exchange of information to discuss the educational development of the individual child.

CANCELLATION / EARLY DISMISSAL.

Weather Conditions

In the event of bad road or weather conditions that make it necessary to close school a message will be sent through JMC and posted to the district's Facebook and Twitter pages. Also, radio and television stations KWAY Waverly, KCHA Charles City, KXEL Waterloo, KWWL radio and TV in Waterloo, KOEL Oelwein and WHO Des Moines will be notified. The information will be given to these stations as soon as possible to determine that there will not be school.

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. We fear that parents will not always be home and doors could be locked. Please be sure to make arrangements for such an emergency with your child. Suggestions for your child's safety include: (1)

Instruct your child as to where he/she should go if school is dismissed early for emergencies. (2) Discuss arrangements with relatives, friends, or neighbors who may be expected to provide last minute care. (3) Instruct other siblings or a friend's child to help younger children.

- **3 year old preschool students will not have school if there is a 2 hour late start on a preschool day. Please listen to radio announcements for other schedule changes.**
- **4 year old preschool students will follow the elementary late start schedule.**

Parent and Family Engagement Policy

It is the policy of Clarksville Community Schools that parents and family members of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

VISITORS AT SCHOOL.

We welcome and urge parents to visit school. (Parent visitations are discouraged during the first two weeks and last two weeks of school.)

1. **All visitors must stop in the office and check in with a school secretary.**
2. Parents should contact the teacher prior to the visit to check on class schedule, field trips, or other activities. In addition, the teacher will get approval from the principal.
3. Parents and younger siblings are encouraged to eat lunch with their child/children. If you would like to eat lunch with your child/children, please notify the elementary office by 9:00 am.

ANIMALS AT SCHOOL

Due to health concerns, safety concerns, and in order to avoid disruption of school activities, all animals, insects and reptiles are prohibited from school property, school facilities, school functions except when the animal has been permitted as a service animal or for instructional purposes. If approval has been granted by administration, the following guidelines must be met.

Students bringing animals to school must first obtain consent from the teacher, administrator, and guardian. This verbal consent must be 24 hours prior to the visit. Animals shall not be brought to school on school transportation without express permission by the principal or other designee. All animals shall be taken home immediately following the school activity for which they are attending. Students shall not bring poisonous or wild animals into the school.

All animals brought to school must be:

- A. In good physical condition.
- B. Properly vaccinated against transmittable diseases.
- C. In clean, safe, and suitable cages or otherwise properly restrained and controlled.

Owners of the animal must:

- A. Be responsible for any clean up on school property.
- B. Maintain control of the animal and keep the animal restrained at all times.

Students in the classroom with the animal must:

- A. Follow all directions given by the teacher including keeping distance from the animal, volume level, and maintaining appropriate activity level while the animal is present.

VOLUNTEERS.

A volunteer can perform non-teaching duties involving supervision and assistance to the teacher to enable them to better perform their teaching duties. Any person who is responsible, dependable and cares about children and would work under the direction of a classroom teacher can be a volunteer, pending a satisfactory background check. If you would like to be a volunteer, you need to contact the Elementary Office for further information.

General District Information

ATTENDANCE/ABSENCE.

It is our educational philosophy that regular attendance by all students is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Therefore, we expect that students will be in attendance for 1080 hours per academic year. We understand that illnesses and events happen that prevent children from attending school. When this happens, parents are expected to report the absence to the office.

Please call the elementary office (278-4560) between 7:30 and 8:30 if your son or daughter is absent.

If you do not call the office, the secretary will call you requesting confirmation of the absence. **If your child is absent the second half of the school day, due to illness, he or she will not be allowed to participate in any school sponsored event that evening.** If your child is tardy, we request that he or she check into the office upon arrival at school so our attendance records will be accurate.

~~This will be marked as an excused absence. If we have not heard from you by 8:30, we will attempt to contact the parent/guardian before 9:00 am. If we cannot reach you, the absence will be marked as unexcused.~~

While it is possible for an absent student to make up much of the school work missed, it is impossible to compensate completely for absence from classes. Senate file 2435 was signed into law on May 9, 2024 with an effective date of July 1, 2024. SF2435 requires specific school actions based on a student's rate of non-exempt absences. Districts must adopt an attendance policy and, as necessary, collaborate with county attorneys, conduct school engagement meetings, and work with county truancy officers.

- Iowa's definition of a student absence is adapted from the U.S. Department of Education and in accordance with the Office for Civil Rights' guidance as: A student is absent if they are not physically on school grounds or are not participating in an expected and school-directed activity under the direction, supervision or instructional guidance of educational staff at an approved off-grounds location for at least half the school day.
- The following chart shares our attendance coding system used to determine exempt or nonexempt status.

2025-2026 CLARKSVILLE ATTENDANCE CODING TABLE

Attendance Categories Effective August 2025	Exempt & Counted Present	Exempted Absence	Non-exempt Absence
School Related Participant (SRP) - Extra-curricular participant - Field Trip	X		
School Related Non-Participant (SRNP) - Student attending a school sponsored event, but not participating *Exceptions will be considered for siblings supporting a brother/sister.			X
Medical (MED) - <u>provider documentation required</u> for each of the item: - Hospitalization - Physical Therapy - Counseling Services		X	
Illness (ILL)/Routine Appointments (RAP) - Routine Illness / 24 hour flu - Dental/Optometrst/Doctor *Exceptions may be granted based on certain illnesses with provider documentation (i.e.- strep throat)		X	
In School Suspension (ISS) Administration Assigned - Student completes school work..	X		
Out of School Suspension (OSS) Administration Assigned			X
College Visit (CV) - limited to 3 visits total over the course of the two years - Junior and Senior years only - Prearranged with school and parent notification to office secretary.		X	
Religious (RELX) - Attending religious services or receiving religious instructions. - Funeral		X	
Unexcused Absences (UN) - Skipped Class(es) - Truant - Absent - no parent contact			X
Family Leave (FAM) - Vacation/Out of Town - Parent Excused - Car Trouble *Family Emergency - Individual exceptions may be granted based, by the building principal, based on the emergency.			X
School Office Visit (SOV) - Nurse's Office - Counselor's Office - Principal's Office	X		
COURT (CRT) - Court - Hearing/Trial - Judge Ordered Appearance		X	

DEFINITIONS

- **Exempt & Counted Present:** Students will be coded as present and will not show on their attendance count.
- **Exempted Absence:** Counted as absent, but will not count towards truancy.
- **Non-Exempt Absence:** Counted as absent, and counted towards truancy.

***Note:** We recommend that families consider scheduling routine appointments on Mondays.

CHURCH NIGHT.

Wednesday nights during the school year are designated as church/open/family night. No school functions, practices, or games will be scheduled after 6:00 on this night. The only exception to this would be if an agency or group outside of the school schedules tournaments or meetings on this night.

GUESTS.

There may be times when our students wish to have a guest (relative or close friend) who lives in another district spend **part of the day**, as a visitor in a Clarksville classroom. Should this be the case, the parent needs to **contact the office at least one day prior to the visit** and make the appropriate arrangements.

HOURS.

School begins each day for PreK-6 students at 8:00 A.M. Students are expected to be in the classroom at 8:00 A.M. If they are not, they will be considered tardy. When students arrive at school, they should line up at the outside door which has been designated for their class. Teachers begin supervision of the doors at 7:45 A.M. so students should not arrive before that time. Dismissal time for the elementary is 3:40. Parents are strongly encouraged not to spend more than a minute or two parked in front of the school when dropping-off or picking-up students in order to avoid unnecessary congestion.

INVITATIONS/BALLOON/FLOWER DELIVERY.

We ask that invitations, balloons, flowers and other special deliveries are not made to students at school during the school day. These items may be distracting and may also be difficult for students to manage when trying to take them home. Special consideration should also be given when students are attending an after school party. Gifts should be kept discreetly in a locker or bag. Thank you for your cooperation.

LOST & FOUND.

Please place your child's name on all belongings. The elementary office does maintain a lost & found that parents will want to check from time to time. At the end of the year, unclaimed articles are donated to a recycling agency.

STUDENT DIRECTORY INFORMATION.

All school parents should be aware that the information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make an objection in writing to the principal or other person in charge of the school that the student is attending within three days of registering the student. It is desirable to renew this objection at the beginning of each school year.

Directory information may include but is not limited to the following:

1. name, address (physical & electronic), and telephone listing
2. date and place of birth
3. participation in officially recognized activities and sports, weight and height of members of athletic teams
4. awards received
5. image &/or work as part of presentations, programs, or publications, transmissions, or other educational endeavors on the web &/or released to the news media
6. dates of attendance
7. the most recent previous school or institution attended by the student
8. any other similar information

STUDENT RECORDS.

The Clarksville Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The board recognizes the importance of maintaining student records and preserving their confidentiality.

Parents and eligible students (those students at least 18 years of age) will have the right to inspect and review the student's records during the regular business hours of the school district.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained, or used by the school district. If the parents or eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. (Procedures concerning the

district's response to such a request are contained in Board Policy #506.1.)

Personally identifiable information within student records will not be disclosed without the consent of parents or an eligible student with two significant exceptions. 1) Student records may be disclosed in limited circumstances without parental or eligible student's written permission under circumstances applicable as a result of federal or state laws or regulations. Such disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or eligible student. 2) Student directory information (see the explanation in the preceding section) will be released by the district without parental or eligible student's written permission unless the parents or eligible student notifies the administration in writing within three days of registering the student that they do not want directory information or portions of it to be released without their consent.

For further information about accessing student records, parents or an eligible student may obtain copies of Board Policies #506.1, #506.1R1, and #506.2 by contacting the board secretary in the district's central office.

Parents or an eligible student have the right to file a complaint alleging the school district failed to comply with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, DC 20202-4605.

Registration/Enrollment Information

ENROLLMENT / ADMISSION REQUIREMENTS.

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. These forms are available in the school office. Iowa law requires that all students have on file a record of immunization for DPT, polio, measles, and rubella. Students transferring to Iowa from out of state have two weeks to meet the requirement. Iowa law indicates that those who fail to have such a record or who fail to secure a waiver for either medical or religious reason are to be excluded from attendance until such time as the record is on file.

Other grade specific requirements:

- Preschool 3 and 4 year old: Birth Certificate or proof of age, immunization records, and a physical
- Kindergarten: Birth Certificate or proof of age, immunization records, a physical, eye exam, and dental exam
- 3rd Grade: Eye exam

PERMISSION TO PICK-UP.

When registering your child for school, there is a space on the registration card to list other adults who have permission to pick up your child. We cannot let your child leave with another adult for safety reasons if their name is not listed on the card. If your child needs to go home with someone not listed on the card, please send a written note to school that day letting us know the name of the person. Parents may, at any time, add or delete names on the registration card by stopping in the elementary school office.

Students riding the bus home with a friend or to another bus location must have a written permission note delivered to the office upon arrival at school.

PRESCHOOL FEES.

4 year old preschool is tuition free due to the Clarksville Elementary School receiving the Statewide Voluntary Preschool grant in June 2008.

3-year old preschool fees are due the first of every month. The following is the monthly preschool payment fee scale.

3 years old- 2 half days- \$55.00

If payment is one month past due, a letter will be sent reminding parents that payment is due in full. If payment is two months past due, a second notice will be sent. Parents will have five working days, from the time the second notice is sent, to make the payment in full. If the appropriate payment is not made, the student will no longer be permitted to attend preschool until receipt of payment.

Child Resource and Referral Scholarship applications for qualifying families are available from the elementary office.

FEES (WAIVER).

Students whose families meet the income guidelines for free and reduced price lunches, 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 fee waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Business Manager for a waiver form. This waiver does not carry over from year to year and must be completed annually.

OPEN ENROLLMENT.

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

1. June 30, 2024 - Last date for regular open enrollment requests for the 2024-2025 school year.
2. March 1, 2025 - Last date for regular open enrollment requests for the 2025-2026 school year.
3. September 1, 2024 - Last date for open enrollment requests for students entering kindergarten and those students falling under the "good cause" definition for the current school year.

Parents/guardians of open enrolled students whose income falls 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 further details, contact the Superintendent's Office at 278-4008.

FREE/REDUCED LUNCH.

If you think your family may qualify for free or reduced lunches, we encourage you to stop by the superintendent's office to pick-up a form which needs to be completed and returned. Using a standard formula, a determination will be made as to whether or not your family qualifies. This is a service which is offered to our families and all information will be kept confidential.