

# CLARKSVILLE ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK

## 2016-2017

### 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, 318 N. Mather, Clarksville, IA 50619, 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).

## A WORD TO PARENTS

The Clarksville Elementary School functions best when you as parents, cooperate with the faculty and administration 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.

We feel that the best way to solve problems is through communication, so please do not hesitate to call the school if you feel your child is having a problem. Normally, a parent would call the homeroom teacher first, however, if you do not feel this is proper or you cannot gain satisfaction from contacting the teacher, feel free to call the principal's office. We also encourage our teachers to contact parents with concerns in the classroom. If the teacher and parent are not able to resolve concerns, the principal will meet with all parties involved.

## 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): Principals Eric Eckerman (278-4560) or Bob Saathoff (278-4273). Contact one of the Level I investigators 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 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.

**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 our 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.

**AEA SUPPORT SERVICES / I-TEAM.** AEA 267 provides speech and hearing services, psychologist and social worker support, occupational and physical therapy services, as well as educational consultation. If you have questions about any of these services, please contact your principal. Twice a month, the AEA 267 team, principal and teachers meet to problem solve and determine interventions which may be needed for individual students in order for increased success of the student. Parental input is welcomed at our I-Team meetings.

**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.

**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.

**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 be in attendance for 180 days per academic year. In the case of an excused absence, students whose absence is approved shall have an opportunity to make up the work missed if possible. It should be noted, however, that a student is never able to "make-up" the educational benefits gained from actual attendance in the scheduled class. Absences not deemed "excused", including tardiness, shall be unexcused absences and shall be so noted on the student's attendance record.

**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.

## **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 side-walk and park their bikes in the appropriate bike racks located at all elementary entrances.

**BUS EXPECTATIONS.** Many of our Clarksville students ride the school bus to and from school. In order to ensure that the ride is a safe and a pleasant one for all students, the following are expectations for bus riders:

1. Remain seated and face forward at all times when the bus is moving.
2. Use quiet, conversational voices and appropriate language.
3. Keep hands, feet, and objects to yourself.
4. No food or drink on the route buses before or after school.
5. Report any problems to the bus driver when it is safe to do so.

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

**CANCELLATION / EARLY DISMISSAL.** When weather or other conditions make it advisable, the administration may find it necessary to dismiss school earlier or later than the usual time. In the event of bad weather cancellation, these radio/television stations will carry the announcement: KWAY Waverly, KIMT Mason City, KWWL Waterloo,

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.**

**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. Teachers may be grant students permission to use their cell phones.

Violation of the school cell phone policy will result in the 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.

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

**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.

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

**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.

**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.

**COMMUNICATION.** 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.

**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.

**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, detention, 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.

**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.

**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.

## **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.

**FIRE & TORNADO DRILLS.** These drills are required by state law and will be conducted throughout the year. Teachers are made aware of when the drills will be conducted so that younger students can be adequately prepared and not be unduly fearful or alarmed. Students shall follow the instructions posted in each room and will be guided to a safe area.

**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.

## **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 not to take place in the area of the football attendance field.
4. **No balls or other play equipment are to be brought to games.**
5. Students are to remain on the home side, with the exception of frequenting concessions or restroom. No loitering in visitor area.
6. Students who cannot follow rules will be asked to leave. Admission will not be refunded.

**FREE/REDUCED LUNCH.** If you think your family may qualify for free or reduced lunches, we encourage you 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.

**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, AEA 267 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.

**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.

**GUM/CANDY/POP.** Students are not to chew gum or bring candy to school. Gum often ends up on the floor or under tables, chairs, or desks. **Pop and candy are not permitted in elementary lunch boxes or "sack lunches"**. Proper nutrition, be it "hot" or "cold" lunch, enhances academic performance.

**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.

**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
  - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser or bully did
    - Witnesses to the harassment or bullying
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser or bully responded

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

**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, he/she must be treated at home with a special shampoo along with using a special comb to remove the nits. The student may return to school once he/she is free from live head lice. By following through with this policy, we can prevent the spread of this pesky problem!

**HEALTH SCREENING.** Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

**HOURS.** School begins each day for PreK-6 students at 8:10 A.M. Students will be considered tardy at 8:20 A.M. 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 8:00 A.M. so students should not arrive before that time. Dismissal time for the elementary is 3:10. 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.

**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.

**INTERNET.** The Internet is a collection of interconnected computer networks. The vast domain of information contained within 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.

**INVITATIONS/BALLOON/FLOWER DELIVERY.** We ask that party invitations, balloons, flowers and other special deliveries are not made to students at school during the school day. These items may be distracting in the classroom, may cause hurt feelings, and they 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 such that they can be kept discreetly in a locker or book bag. Thank you for your cooperation.

**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.

**LOST & FOUND.** Please place your child's name on all belongings. The elementary office does maintain

a lost & found service that parents will want to check from time to time. At the end of the year, unclaimed articles are donated to a recycling agency.

**MEAL PROGRAM.** Clarksville Elementary School offers breakfast to students during the hours of 7:45-8:15 A.M. Students will not be allowed into the building until 7:45 A.M. 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 no longer be issued tickets because they each 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.

**MECHANICAL PENCILS.** We request that students do not use mechanical pencils for grades K-4 at school. Students should use #2 pencils which can be purchased from our school store.

**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.

**MENTORS.** The Clarksville Elementary School offers students the opportunity to be matched with an adult volunteer mentor from the community who will meet once a week with the child for 30-60 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. 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.

**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. March 1, 2015 - Last date for regular open enrollment requests for the 2015-2016 school year.
2. March 1, 2016-Last date for regular open enrollment requests for the 2016-2017 school year.
3. September 1, 2015 - 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.

**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.

**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.

**PLAYGROUND RULES BEFORE/AFTER SCHOOL:** Students are not allowed on the playground prior to the start of a school day. Students are not allowed on the playground after school unless accompanied by an adult.

**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.

**RECESS.** 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.

**REPORTING-CONFERENCES.** Report cards indicating pupil progress are sent home at the end of each quarter. 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 on August 23 in an In-take conference 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.

**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.

**SAFETY.** 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.

**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 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.

**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 receive a Visitor Badge.**
2. We strongly suggest that parents 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 student. If you would like to eat lunch with your student, please notify the elementary office by 9:00 am.

**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. If you would want to be a volunteer, you need to contact the principal for further information.

**WEAPONS.** In accordance with the Clarksville Board policy, weapons of any kind will not be tolerated on school premises, on school owned or operated buses, or during any school-related functions. 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. Use of weapons will result in disciplinary action which may include, but is not limited to, detention, suspension, expulsion, or referral to law enforcement officials. Students bringing a firearm to school may be expelled for one year.

We also request that students do not bring toy weapons to school at any time including squirt guns, toy guns, plastic knives, etc. for sharing time, outdoor play, as part of a costume or for demonstration speeches. We feel it is in the best interest of all that no weapons, real or toy, are brought to school. Consistency in enforcing the weapons policy through home and school will help maintain a safe and healthy school environment.

