

**Central City**  
**Elementary Student**  
**Handbook**  
**2019-2020**



## Central City Administration

Superintendent	Tim Cronin
JH/SH 6-12 Principal	Jason McLaughlin
Elementary PreK-5 Principal	Amy Smith
Business Manager	Ashley Ratliff
Special Education Director	Tim Cronin
District Secretary	Margaret Mulvaney
JH/HS Secretary	Wendy Yoder
Elementary Secretary/ Transportation Director	Laura Batcheler
JH/HS Counselor	Stephanie Sheriff
Elementary Counselor	Kylee Knop
At Risk/Instructional Coach	TBD
Curriculum Coordinator/ Instructional Coach	Chris Greene

# Welcome to Central City School

## Vision and Mission Statement Learning Today – Leading Tomorrow

**Educating and motivating students for the 21<sup>st</sup> century by providing innovative learning and leadership experiences.**

Students are expected to know the contents of the handbook and comply with it. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

Parents should always feel free to contact classroom teachers or school administration when any questions or concerns arise. Parents have a responsibility to be actively involved in the educational process of their children. In order for this partnership to prosper, communication is vitally important.

### EDUCATIONAL PROGRAMS THAT WORK

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. Support services are available to assist teachers and parents when concerns arise with students. These services include our building staff, (special education teacher, counselor, health aide, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologists, occupational and physical therapists, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children. Parents wanting access to the process should contact the principal at 438-6181.

### NON-DISCRIMINATION STATEMENT

It is the policy of the Central City Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion, creed, age, or marital status in its educational programs or employment practices. If you have questions or grievances related to this policy please contact:

Central City Superintendent .....400 Barber St. Central City, 438-6181  
Elementary Principal.....400 Barber St. Central City, 438-6181

## **EQUAL EDUCATIONAL OPPORTUNITY:**

Central City Community Schools are committed to providing a pluralistic educational culture, which promotes mutual respect and acceptance among people, and in which all people are allowed to reach their fullest potential. In addition, Central City Community Schools are committed to providing an equal opportunity to all people without unlawful harassment or discrimination because of age, race, gender, ethnic origin, religious belief, physical/mental abilities, or other perceived differences. Any form of unlawful harassment or discrimination is inappropriate, offensive, illegal, and will not be tolerated. Any student who believes he/she is being discriminated against or harassed should contact the principal or superintendent. The complaint will be investigated and handled according to Board policy and Affirmative Action guidelines. No one who complains about improper conduct will be retaliated against in any manner.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

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

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the administrator's office for information about the current enforcement of the policies, rules or regulations of the school district.

## **SCHOOL DAY**

Students eating school breakfast may arrive to school at 7:30 A.M. The school day starts at 8:00 A.M. Any student not in class by 8:05 A.M. is considered tardy. The school day ends at 3:10 P.M., and all students are expected to exit the building at that time unless participating in a supervised activity. Students will report to the commons upon arrival before 8:00. At 7:55 they are dismissed to classrooms/lockers. If your student is not here and there has not been a call to the office, by 9:00AM, we will be calling you to check on the status of your student.

## **PARENT-SCHOOL RELATIONSHIPS**

It is necessary to have open communication and a willingness to cooperate in order for students to develop. The school staff encourages parents to be active partners in this development. These are some of the many opportunities school parents have to become partners:

- Activity chaperons
- Athletic/Music/Academic Boosters
- PTO
- Volunteer Program
- School Improvement Advisory Committee

Our school is a success because of the partnership we have with parents. As students continue to experience success, we will look to the future and search for ways to improve in all areas. We can only succeed if we have parent support and involvement. Parents are a valued resource. As our school aspires to higher levels, please find an area where you can contribute. Our students need their parents.

### **PARENT/TEACHER CONFERENCES**

Conferences are scheduled for each student. Conferences are held in the fall and winter. More information will be sent home prior to conference times. The fall conferences for the 2019-2020 school year are scheduled for Tuesday, October 22nd and Thursday, October 24th from 4:00 – 8:00 p.m.. The winter conferences are scheduled for Tuesday, February 25th and Thursday, February 27th from 4:00-8:00 p.m. In the spring, we will send home the report card with students.

### **COMMUNICATION CHANNELS**

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. Students and parents should first confer with the involved teacher on questions and concerns. The principal should then be contacted if the involved parties need assistance resolving any questions or concerns. Complaints shall never be made in the presence of other employees, students or outside persons.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have a question or problem placed on the board agenda. The action of the board will be final.

### **PARENT REQUEST FOR EARLY DISMISSAL/APPOINTMENTS**

Requests for early dismissal for the purpose of dental and medical visits are to be submitted to the office in advance of the appointments whenever possible. Please urge your child to remember the time he/she is to report to you for pick-up at school. It is not always possible for the classroom teacher to be able to remind the children of their appointments.

Parents or designee will need to check in at the office and sign students out before a child will be allowed to leave school. The school secretary will call the student to meet their parent/guardian in the office.

### **PARENTAL CALLS TO SCHOOL**

If you wish to call a teacher, please do so either before or after school; 7:30 – 7:55 a.m. and 3:15 – 3:30 p.m. If it is not possible to call during these times, the secretary will take a number in order for the teacher to return your call.

### **VISITORS**

All visitors must report to the office upon entering the school. Parents are always welcome to visit school. Classroom visits by parents are encouraged but should be arranged in advance. A visitor's pass for students for up to one hour only may or may not be issued (this decision will be made by the

principal or designee.) A one-day advance notice is required for student visitors. There will be no student visitors in classes during the first or final week of any trimester.

### **EMERGENCY CLOSING OF SCHOOL**

If school is closed for any unforeseen reason, it will be announced on KCRG-TV, KGAN-TV, and WMT radio between 6:00 A.M. and 6:30 A.M. Please sign up for the One Call Now at registration or by calling Miss Laura at 319-438-6181.

### **POWER SCHOOL SYSTEM (Student Information Progress System)**

More information will be provided early in the school year. Watch for updates on the webpage and Thursday Folder Information. Powerschool is also the place to e-register your child for school and check on their attendance. Grades are not reported via powerschool until they reach 6th grade.

### **STUDENT PROGRESS**

Parents are encouraged to contact their child's teachers when they have questions regarding progress. It is important to address academic concerns when they arise. Teachers are responsible for updating parents directly (email/phone) when students are performing below proficiency.

### **REPORT CARDS**

Report cards will be sent home the Monday before conferences occur. This allows parents time to look over the report card before conferences and gives them an opportunity to formulate questions they may have regarding their child's learning. The last report card will be sent home with students on the day before the last day of school.

### **PARTIES, TREATS, and INVITATIONS**

After consultation with the particular classroom teacher, birthday treats may be brought to school. Treats should be provided for every child in the room. Invitations are not to be passed out at school, unless ALL students in the room are invited. The school district will not provide addresses or phone numbers to parents requesting them for invitations.

### **ASSIGNMENT BOOK**

Students in grades 3-5 will be issued an assignment book at the beginning of the school year. It is the student's responsibility to record activities/assignments for each class with the teacher's assistance.

### **PERSONAL PROPERTY AT SCHOOL**

Items brought from home should be marked so they can be easily identified. These items are to be kept in the room and not taken out for recess. The school cannot assume responsibility for the loss or breakage of things brought from home. Do not bring personal electronic games from home or other toys that will interrupt the learning of all students.

### **TELEPHONES**

The telephones in the school are for school business only. Students will not be called from class to the phone, except in an emergency. Parents may call the office and leave a message for their student. Students will only be allowed to make **EMERGENCY CALLS** and only with teacher permission.

Cellular phones and other electronic devices are not to be used during the school day. Students are expected to keep phones and other devices in their lockers until the day is over.

## **SCHOOL PROPERTY**

Students are expected to take care of school property, including desks, chairs, books, computers, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property through vandalism, misuse or inappropriate student actions may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

## **INSTRUMENTAL MUSIC**

Students may begin to take lessons on an instrument in 5th grade. Instruments are the responsibility of each student. Please contact the music instructor if you have any questions or concerns. A frequently asked question document is located in the appendix.

## **PETS**

Children are allowed to bring pets to school only with permission from the teacher and principal. Pets will not be transported to and from school on school buses, but brought by a parent. Any pet brought to school must be housed in a proper cage, container, or be restrained in such a way so as to prevent harm to anyone. After viewing, the pet should be taken back home.

## **BICYCLES**

Students are permitted to ride bicycles to school with parental knowledge and permission. Once the bicycle is at school, it is to be parked in the bike rack by the elementary school entrance and not ridden until dismissal time. Safety rules will be stressed with the child concerning bicycle usage. Bicycles are to be walked on the sidewalks during school hours. Students riding bicycles to school will be asked to walk their bicycles across the road after school. All bicyclists are encouraged to wear helmets.

## **BEVERAGES & GUM GUIDELINES**

1. Water bottles are allowed to be brought to school. All other beverages will not be allowed in the classroom.
2. Gum and candy are not allowed to be brought to school except for special occasions as directed by the teacher.

## **DRESS POLICY**

Students attending school at Central City Community Schools shall comply with the following guidelines regarding appropriate dress on school grounds during the school day and school related functions. It is not the intent of the district to establish a strict dress code. In general, it is our purpose to establish guidelines that lead to appropriate attire in the school setting. This would eliminate any type of clothing that distracts from the learning process and/or is sexually suggestive such as: bare midriffs, see through clothing, low-cut tops that show too much cleavage for the females or too much chest area for the males, skirts and shorts shorter than the arms and hands when standing, allows undergarments to be seen, or that exhibits or promotes profanity, drugs, tobacco, etc. Hats, bandannas or sunglasses cannot be worn anytime during the school day.

## **SCHOOL MEALS**

Each family, whether it is 1 child or 5, has his or her family lunch accounts. Breakfast, lunch, extra food, and extra milk are all deducted from a family's account. Elementary students are given a note to be taken home when lunch accounts reach a balance of \$10.00. Extra food cannot be purchased if there is a negative balance.

The food service program will provide special meals or accommodations to students with disabilities who have special dietary needs. Contact the Food Service Department for information or if you have questions or concerns.

#### **MEAL PRICES**

Student breakfast		\$2.00
Adult breakfast		\$2.50
Extra Main Dish (breakfast)		\$1.50
2nd Breakfast		\$2.75
Student Lunch:	K-5	\$2.40
	6-12	\$2.50
Milk		\$ .50
Adult lunch		\$4.00
K-12 Second Lunch		\$3.75
Extra Main Dish		\$2.00

Any questions or concerns about the school meal program should be directed to the food services director, Denise Starry.

## **HEALTH SERVICES**

### **School Health Practices**

The Central City School District employs a half time nurse and health aide to administer medications and treat injuries and illnesses that occur during the school day. The school nurse provides assistance to classroom teachers as needed.

Students who become ill or injured during the school day must get a pass from the teacher or office prior to going to the school's health office. The student shall report to the school office with a pass from the health office staff if he/she is being sent home. A student may not simply leave school because he/she feels ill.

Parents will be notified of any illness or injury in need of immediate care. In the event the parent/guardian cannot be reached, contact names listed in the Powerschool Emergency Contact/Medical page will be notified. If phone numbers or emergency contact information in Powerschool changes during the school year, either update the Powerschool information or inform the office so the appropriate changes can be made. This is for the safety of each student.

Students who have medical appointments during the day must have a parent call indicating the appointment and time necessary for leaving school. This call should be made to the school office in the morning prior to the start of school. The student must be signed out at the office before leaving for the medical appointment. If a student is going to be gone for an extended period of time due to illness or injury, a medical excuse is required.

### **Immunizations**

It is the policy of the Central City School District that all students enrolled in their schools must be in compliance with the Iowa State Immunization Code or they may be excluded from school. Students, parents or guardians must submit a valid Certificate of Immunization or Certificate of Immunization Exemption form to the school on admission. The forms are kept on file in the health office as long as your child is a student in the district. Prior to entering 7<sup>th</sup> grade, an updated immunization record

including the immunization for tetanus, diphtheria and pertussis (Tdap) is required. Each fall a state audit is conducted.

### Illnesses

Each day many parents are faced with a decision: should they keep their sick child home or send them off to school. The following guidelines should be considered when making this difficult decision. A student should remain home or will be sent home from school when he or she:

- Vomits or has diarrhea in the last 24 hours
- Has an oral temperature higher than 100 degrees
- Coughs almost constantly or complains of difficulty breathing
- Exhibits abdominal pain for more than two hours
- Has sores on mouth or skin that are crusty, yellow or draining
- Shows symptoms of contagious diseases such as chicken pox, mumps, whooping cough, strep throat
- Has constant runny nose with green or yellow discharge
- Displays an unexplained skin rash or red eye (with or without crusting/drainage)

### Injuries

From time to time an injury occurs at school and treatment must be started immediately. Parent/guardian will be notified of any injury in need of immediate doctor's care. In the event the parent/guardian cannot be reached, individuals identified in the Powerschool Emergency Contact/Medical page will be contacted.

### Recess or PE Excuses

If you feel your child needs to be excused from outdoor recess or PE due to health reasons, parents may send in a request for up to 2 days. If more than 2 days are requested, a doctor's note is required.

### Medication Administration and Health Care Service Policy

*School medications and health care services are administered following these guidelines:*

- All medications that are to be given during the school day must be accompanied by a signed, dated authorization to administer medication and/or provide the health care service. The form is available in the school health office. No medications will be given without written parental permission. The completed form will include the medication/health care, dosage, route, time to administer at school, any further administration instructions, and date to discontinue or re-evaluate.
- The prescription medication must be in the **original, labeled container** as dispensed. The medication label contains the student's name, the name of the medication, strength of medication, student's dosage, time and route of administration, and date. Many pharmacies will provide two labeled bottles if requested.
- Over-the-counter medications must be in the **original, labeled container** as dispensed. Only over-the-counter dosages can be administered with a parent's written permission. If the necessary dosage amount is different than the label, a physician's prescription is required.
- Authorization is renewed annually and immediately when the parent notifies the school that changes are necessary. If the dosage changes at anytime, the parent or guardian must sign a new statement indicating the change.
- Students with asthma or other airway constriction diseases may carry and self-administer their medication upon approval of their parents and prescribing physician. Authorization signed by parent and physician must be on file in the health office and renewed yearly.
- If your child is taking medications on a regular basis at home, please contact the school nurse so she is both alert to the problem and can watch for any adverse effects.

- All medications will be kept in a closed, locked container.

Over-the-counter medications of acetaminophen, ibuprofen, cough drops, and antacids will be available to students in school to help improve school attendance in students who would otherwise go home for minor discomfort. The over-the-counter medication can be administered by a licensed registered nurse or person who has successfully completed a medication administration course using written protocol for minor alignments using approved dosage of over-the-counter-medication for age and weight. No over-the-counter medications will be administered without written or e-registration consent from parent or guardian.

### **Dental Screening**

Good dental care is important to a child's health. Iowa law requires that any child who is newly enrolled into an Iowa Public kindergarten or ninth grade class must provide the school with proof of a dental screening. The Certificate of Dental Screening form is available in the health office.

### **Hearing Screening**

A hearing screening program is carried out by the Grant Wood AEA. Student in grades Kindergarten, 1, 2, and 5, students with known hearing loss, new students to the district, and special education students are screened. High school students are screened with a referral by the school nurse. If for some reason you do not want your child screened, a written note explaining the refusal is required.

### **Vision Screening**

Vision screening is done yearly for grades Kindergarten, 1, 3 and 5. High school students are not routinely screened. Eye health is important. A routine eye examination with an eye specialist is highly recommended on a yearly basis.

## **ATTENDANCE POLICY**

We believe students should be expected to attend classes regularly and to be on time in order to obtain the maximum benefit of their instructional program, develop responsibility and self-discipline, and a positive work ethic. Each of these expectations is directly related to adult world expectations and success in each student's life plans.

We believe regular attendance is essential for all students, and educational opportunities attended or missed cannot be duplicated by other methods. Even though a student will be able to make up assignments and tests missed due to excused absences, we put a strong value on the amount and quality of classroom instructional material missed by the student being absent. This material, whether teacher, student or discussion led, and the related implications of direct instruction that were missed, cannot be duplicated nor made up if missed due to absences. Students simply are unable to fully obtain the maximum opportunities from the educational program solely by making up the assignments missed or reading the text.

We believe students who have good attendance records are more likely to achieve higher grades, fully enjoy the entire realm of school life, and receive more employment or educational opportunities following the completion of their high school careers. The patterns of good attendance, self-discipline, and responsibility established through regular school attendance, create a lifelong sense of reliability.

School attendance is an essential factor in the success of all students' progress in school. We encourage good attendance and ask parents to join with us in support of our school attendance policy.

Parents are asked to communicate all absences to the school secretary at 438-6181 ext. 5123 by 8:45 in the morning. A written excuse including the date, the reason for the absence and the parent signature will be required if the school does not receive a call from a parent or guardian. All absences must be reported within 24 hours (one day) of the absence to be considered excused.

Student attendance is counted each trimester. Student accumulation of absences begins at 0 absences at the beginning of a new school year and then at 0 for the beginning of second semester.

Homework may be picked up for the student in the office at the end of the day if it has been requested by 9:30 A.M. of that day. There is no guarantee that requests will be honored if made after 9:30 A.M. The student has the same number of days to complete makeup work as the number of days the student was absent. Whenever possible, work should be completed prior to a known upcoming absence. Absences due to major illnesses, hospitalization, etc. may be exempted from the accumulated count upon verification.

**Excused Absences Due to Illness:**

- All absences accompanied by a doctor's note will be excused.
- All prearranged doctor visits taken during a school day, require a doctor's note upon the return of the student to school. (doctor, chiropractor, dentist, orthodontist etc.)
- Parents calling their son/daughter in as "sick" will be able to do so, however; after an accumulation of 6 days - without a doctor's note - student and parent will be notified to discuss excessive absences per semester.
- Doctor's notes must be submitted to school within two school days upon the student's return from illness and/or doctor appointments.

**Excused Absences - School/Family:**

- Religious Observances
- Death in the Family
- Legal situation/court appearance - beyond family control
- School excused: Job Shadow, College Visit, Field Trip, Sporting Events

**Extended Days Absent - School/Family**

Extended days absence because of a family vacation, school function, or other extended leave, requires students to get an absent form "Blue Sheet" from the office. The student will take this form to teachers to have the excused days signed by their teachers and parents, then returned to the office. Blue sheets need to be turned in prior to the student's absence.

**Unexcused Absences:**

- Parents/Guardians calling their student into the office does not automatically guarantee the absence as being excused.
- Unexcused absences include, but are not limited to: hair, nails, hunting, fishing, concerts, birthdays, shopping, photography appointments, going to late movies or parents reporting, "My son/daughter will not be in school today," or other ambiguous reasons.
- A student may accumulate 6 absences per trimester (outside of doctor excused) before violating the attendance policy.

### **Consequences of Excessive Excused and Unexcused Absences:**

- At 7 absences: Parents/Guardians will be notified by telephone to discuss student's attendance.
- At 10 absences: A letter will be sent home accompanied by a telephone call verifying attendance concerns. Student will be placed on an Attendance Contract at this time.
- At 14 absences: The student and their parent will appear before the building principal. Written notice regarding this meeting will be sent home.
  - Students with excessive absences may be subject to the following consequences:
    - Loss of assignment credit for days absent.
    - Student name referred to Linn County Attorney's Office regarding truancy laws.

### **Suspensions:**

Suspensions from school (either in-school or out-of-school suspension) will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

### **GENERAL ATTENDANCE RULES**

- All students who arrive late to school or return from an appointment must sign in at the elementary office. Parents need to make a telephone call to the office explaining the late arrival.
- Any student who leaves school early MUST sign out in the elementary office. Students should have a signed parental note or a telephone call to the office explaining the need to leave. Students who leave without permission will receive disciplinary action.
- Parents/Guardians who need to pick students up early must call by 2:00 pm. This allows time for the secretary to pass the message along to teachers and students. Parents/Guardians may also send notes to school with students to be delivered to the elementary secretary.
- Students who have a doctor or dentist appointment are encouraged to make an effort to keep these appointments to a half day or less. A doctor's signed note is needed for an excused absence.
- The school (secretary, teacher, nurse or principal) may call at any time to confirm the reason for an absence or to check on the location of a student. Parents may be called at their place of employment to confirm excuses.

### **Tardies**

Tardies are calculated on a per trimester basis. Students are considered late to school when they are not in the classroom by 8:05 a.m. If you arrive to school after 8:05, you must get a pass from the office to enter your classroom. 10 Late to School Tardies = Parent Contact

### **Truancy Law**

This Law applies to all students who are between the ages of 6 and 16 years old at the beginning of the current school year. Compulsory attendance is mandatory. Students who fall under law and are deemed truant by the administration will be turned in to the Linn County Attorney for legal action, if other means to remedy the absence situation fail.

**A NOTE TO PARENTS:** The school will work with parents and students regarding attendance. We ask for your cooperation as we place strong emphasis on good attendance and a positive daily outlook towards a sound education.

The Central City Community School District reserves the right to waive this attendance policy and exceptions may be made by the discretion of the building level administrator or superintendent.

## **DRILLS**

### **FIRE**

A fire exit sign is posted in each room. When the fire alarm sounds (intermittent ringing of the alarm), all students, faculty, and staff should exit immediately by the route indicated in the room.

### **TORNADO**

A tornado warning will be indicated over the intercom system. When the tornado alarm sounds, all students, faculty, and staff should move immediately to their assigned areas.

## **BUS POLICY**

### **GENERAL BUS RULES**

Because of the need for extreme safety factors on a bus, violations of the bus policy could result in severe consequences. Students riding buses will be reminded of the school expectations and will be asked to conduct themselves appropriately. If they choose to not follow the expectations, one warning may be given. The student may be suspended from riding the bus for a period of 1-3 days. However, if gross misconduct has occurred, immediate suspension may be issued without a warning given. Continued behavior problems will result in removal from the bus for up to 9 weeks if deemed necessary.

1. Be careful in approaching the place where the bus stops. Stand at least 10 feet from the edge of the road. Wait until the bus comes to a complete stop before boarding.
2. The driver will discharge riders only at the regular bus stop--at the student's home or at school--unless the student has received proper written authorization from the parent and has had it approved by the appropriate secretary or administrator.
3. To ride on a bus other than your assigned bus you must bring written permission from your parents and have it approved by the principal or designee.
4. Students are to board and leave the bus only from the front entrance. The emergency door is to be used ONLY for emergency situations.
5. The school administration and/or the bus driver reserve the right to assign seats.
6. Sit in assigned seat if given; otherwise be seated quickly and remain seated facing forward until the bus reaches your destination. If changing seats, permission must be given by the driver and only when the bus is at a complete stop.
7. Remain seated until the bus has made a complete stop and the door is opened for you to exit.
8. Keep the bus aisle clear of feet and other items. Drivers will let the students know where large articles may be kept.
9. At all railroad crossings all passengers must remain quiet.
10. Windows are to be opened only with the permission from the bus driver. Everything is to be kept inside the bus and garbage is to be disposed of properly when exiting.
11. No glass containers or candy lollipops are allowed on the bus.
12. Eating/drinking is permitted only by permission of the bus driver.
13. CELL phones are to be turned off while on the bus.
14. When on a class trip or a sporting event, teachers and/or chaperons are in charge. Remember the expectations of Central City School District: respectful, responsible, safe and kind.

Students riding activity buses must ride to and from the activity on the same bus. Exceptions to the rule must be approved well in advance of the activity by the activity supervisor or an administrator. (Students may not drive to or from their respective activities.)

See Appendix A under annual notifications for a more complete list of bus rules.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

Central City Schools utilizes expectations from a program called Positive Behavior Intervention Support. The main focus of this program is to teach behavioral expectations in a positive way. As a school we have developed this mission statement for PBIS:

*As a school community, students are learning accepting responsibility, developing respect for themselves and others, and participating in a positive environment.*

Central City School plans to create citizens who are Respectful, Responsible, Safe, and Kind. The following information is the expectations we have for our students at the designated areas.

### **Pre-K – 5 Commonly Shared Expectations**

#### **Classroom Expectations**

- Be Respectful
  - Call people by appropriate names
- Be Responsible
  - Have all materials ready for class
  - Be on time and ready to learn
- Be Safe
  - Keep hands/feet and property to yourself
  - Sit as directed
  - Walk
- Be Kind
  - Follow classroom procedures
  - Participate
  - Encourage others

#### **Commons Expectations (Before School/Breakfast)**

- Be Respectful
  - Use Level 3 voice
  - Listen to adult/follow directions
  - Eat using polite manners
- Be Responsible
  - Be done eating and ready to go to class at 7:55
  - K-3 students not eating breakfast will sit along south wall
  - 4-6 students not eating breakfast will sit along the trophy case wall
  - Pick up your things before leaving commons
  - Clean up table after eating breakfast
  - Stay in the commons and not be in hallway before school
  - go immediately to classroom or locker and do not wait for friends when dismissed at 7:55
- Be Safe
  - Walk
  - Keep hands/feet and property to yourself
  - Leave commons walking slowly and using a Level 2 voice
- Be Kind
  - Assist others if needing help
  - Speak politely to others

- Wait your turn in the breakfast line

### **Bus Expectations**

- Be Respectful
  - Use a Level 3 voice
  - Listen to the driver
- Be Responsible
  - Keep area clean
  - Be ready to get on the bus when it arrives
- Be Safe
  - Remain seated at all times while the bus is in motion
  - Keep body and property out of aisle and inside the bus
- Be Kind
  - Assist those who need help getting on/off and while on the bus

### **Drinking Fountain Expectations**

- Be Respectful
  - Wait patiently for your turn
- Be Responsible
  - Take a 5 second drink
- Be Safe
  - Your mouth touches only the water
  - When waiting keep hands/feet to yourself
- Be Kind
  - Water bottles wait at the back of the line

### **Bathroom Expectations**

- Be Respectful
  - Wait your turn
  - Flush the toilet
  - Use a Level 2 voice
- Be Responsible
  - Keep bathroom in clean order
  - Take care of business and return quickly to class
- Be Safe
  - Wash your hands
  - Use stalls appropriately
- Be Kind
  - Allow privacy to others
  - Report non-functioning equipment to office

### **Hallway Expectations**

- Be Respectful
  - Use a Level 2 voice
  - Take turns getting into lockers
  - Use respectful language
- Be Responsible
  - Keep hallways clean
  - Keep locker doors closed when not in use
  - Have a pass
- Be Safe
  - Keep hands/feet and property to yourself
  - Walk on the right
- Be Kind
  - Help others with directions and opening lockers and doors

### Library Expectations

- Be Respectful
  - Use a Level 1, 2 or 3 voice depending on the activity
  - Return books to proper place
  - Listen and follow directions
- Be Responsible
  - Return your books on time
  - Handle books with care
- Be Safe
  - Walk
  - Sit properly on chairs or floor
- Be Kind
  - Share materials when necessary

### Lunchroom Expectations

- Be Respectful
  - Use Level 3 voice
  - Wait in line politely
  - Use polite eating manners
- Be Responsible
  - Keep food on trays
  - Pick up/clean up after yourself
  - Stay until dismissed
  - Raise hand if needing to get up from the table
- Be Safe
  - Wash hands before eating
  - Food will not be shared with others
  - Walk
- Be Kind
  - Assist others needing help

### Playground Expectations

- Be Respectful
  - Use good sportsmanship
- Be Responsible
  - Follow directions given by adults
  - Line up quietly and promptly when given signal
  - Stay in the playground unless given permission
  - Boots and snow pants need to be worn to play in snow
  - Coats will be worn when temperatures are below 50 degrees
- Be Safe
  - Keep wood chips on ground and in designated area
  - No throwing objects (rocks, wood chips, sticks, snowballs)
  - Indoor recess when wind chill is below 10 degrees
- Be Kind
  - Be courteous and polite to peers
  - Keep hands/feet to self
  - No pinning/pushing others against fence
  - Include everyone in your games

### Assembly Expectations

- Be Respectful
  - Respond appropriately to speaker and/or presenter
  - Be an active listener
- Be Responsible

- Keep hands/feet to yourself
- Be Safe
  - Walk only on steps and aisles between bleacher seats
- Be Kind
  - Use appropriate language and actions

### **COURTESY AT PERFORMANCES**

Each year we look forward to excellent extra-curricular events at Central City. We share the responsibility with you to teach our children appropriate behavior at the activities. We want all parents to help school officials by setting good examples for our students by exhibiting the highest level of sportsmanship possible. If we, as adults, can present ourselves as good spectators, we can expect the same from our children.

### **ATHLETIC EVENTS**

- Be respectful and quiet during the national anthem.
- Support our teams.
- Be respectful and courteous of others.
- Demonstrate good sportsmanship.
- Be a positive credit to family, school and community.

**Students are expected to stay in the bleachers during the contest unless under the direct supervision of a responsible adult.**

### **CONCERTS AND PLAYS**

- Sit quietly so that all can hear and see the performance.
- Applaud in an appropriate manner.
- Please do not whistle or call out loudly.
- Do not enter or leave while students are performing.

### **DISCIPLINE AND CONDUCT BY STUDENTS**

Parents and students desire a safe, orderly environment in our school. Students deserve the very best circumstances in our school for a quality educational experience. On occasion some students may violate rules, which are established to provide that quality-learning environment.

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 or chartered buses and while attending or engaging in school activities on or off school property.

The aim of all school disciplinary rules and supervision are: 1) to encourage the student to take responsibility for his or her own actions; and 2) to gradually increase the student's self-discipline. Since parents and staff are partners in our children's education we urge your support in maintaining an educational program which requires high standards of student behavior.

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 educational programs, 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 are limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Two guidelines set the tone in providing discipline in our school. They are as follows:

1. Discipline is something that is done for our students rather than to our students. (Therefore, discipline shall be administered in a fair and meaningful way and its use is intended to be a learning experience for the child).
2. Any behavior which interferes with the right of students to learn or the right of teachers to teach will be dealt with immediately.

### **Central City Elementary School Behavior Matrix**

Minor/ Major	Example Behaviors	First Offense	Second Offense	Repeat Offenses
Minor	<ul style="list-style-type: none"> <li>• Off Task</li> <li>• Disrespectful</li> <li>• Interrupting</li> <li>• Name Calling</li> <li>• Not following PBIS expectations</li> <li>• Misuse of materials</li> <li>• Insubordination</li> <li>• Minor disruptions to learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher will provide a positive redirection and remind students of the expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher will provide a positive redirection and remind students of the expectations</li> <li>• Classroom consequence</li> </ul>	<ul style="list-style-type: none"> <li>• Minor Referral filled out on powerschool</li> <li>• Parent Contact</li> <li>• If behavior continues:               <ul style="list-style-type: none"> <li>○ Major Referral</li> <li>○ Tier II team</li> </ul> </li> </ul>
Major	<ul style="list-style-type: none"> <li>• Profanity</li> <li>• Lying</li> <li>• Taunting, Threatening</li> <li>• Pushing, grabbing, pinching</li> <li>• Inappropriate body language</li> <li>• Moderate disruptions to learning</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Loss of privilege or restitution activity</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Loss of privilege or restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Child Study</li> <li>• Up to 2 days of In School Suspension</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Stealing, vandalizing, property damage</li> <li>• Physical, non-incident (kicking, hitting, choking, fighting, slapping, spitting)</li> <li>• Defiant, willful disobedience</li> <li>• Verbal threats of violence</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Conference with Principal</li> <li>• In School Suspension (up to 3 days)</li> <li>• Other Consequence: written apology, restitution,</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Conference with Principal</li> <li>• In School Suspension (up to 5 days)</li> <li>• Other Consequence: written apology, restitution,</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Conference with Principal</li> <li>• Out of School Suspension (up to 2 days)</li> <li>• Child Study</li> </ul>

	<ul style="list-style-type: none"> <li>• Violence, blatant disrespect to Staff</li> <li>• Endangering self and others with unsafe actions</li> </ul>	community service	community service	
Major	<ul style="list-style-type: none"> <li>• Sexual, ethnic, religious, racial slurs or misconduct</li> <li>• Bullying/Harassment of students or staff</li> <li>• Possession of a weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Parent Conference</li> <li>• Out of School Suspension (up to 3 days)</li> <li>• Harassment papers investigated by High School principal (if filed)</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Parent Conference</li> <li>• Out of School Suspension (up to 5 days)</li> <li>• Harassment papers investigated by High School principal (if filed)</li> </ul>	<ul style="list-style-type: none"> <li>• Major Referral</li> <li>• Parent Contact</li> <li>• Parent Conference</li> <li>• Out of School Suspension (up to 10 days)</li> <li>• Harassment papers investigated by High School principal (if filed)</li> <li>• Possible Expulsion</li> <li>• Child Study</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Physical violence causing serious bodily injury</li> <li>• Threat with a weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic Out of School Suspension</li> <li>• Possible Expulsion</li> <li>• Law Enforcement involved</li> <li>• Conference with all involved parties</li> </ul>		

### DETENTIONS

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the day, after school has been dismissed for the day, or on a non-school day. Students must serve their detention within 3 school days or they will receive additional disciplinary measures. It is the parent's responsibility to arrange for transportation home. Teacher or office personnel will make phone contact with the parent/guardian before the child is expected to serve their detention.

### ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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; or
- 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

## **SUICIDE POLICY AND PROTOCOL**

Protecting the health and well-being of all students is of utmost importance to Central City Community School District. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur during developmentally appropriate guidance lessons.
2. Each school will designate a suicide prevention coordinator(s) to serve as a point of contact for students in crisis and to refer students to appropriate resources. The suicide prevention coordinators are the elementary and secondary school counselors.

3. When a student is identified as being at risk, they will be assessed by a school counselor who will work with the student and his/her family and help connect them to appropriate local resources.
4. Students will have access to local and national resources which they can contact for additional support, such as:
  - a. The National Suicide Prevention Lifeline -1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - b. Foundation 2 - 1-800-332-4224, <https://www.foundation2.org>
  - c. Linn County Sheriff's Office - 319-892-6100 (non-emergency number) or 9-1-1 (for emergency)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

## SUSPENSION

Reminder: Additional information on Board of Education Policies that deal with student discipline can be found in the 500 series on our webpage (<http://www.central-city.k12.ia.us/district/district.php>)

**Students who continue to violate rules of conduct or established attendance requirements, who refuse to avail themselves of the learning opportunities provided, or whose presence is detrimental to the best interests of the school and/or other students may be suspended by the appropriate building administrator. The suspension shall not exceed ten school days.**

Suspensions may be invoked for such actions as:

- a. threat to or assault on any school employee
- b. threat of physical assault on another student
- c. damage of school property
- d. possession of a weapon
- e. use, sale, or possession of narcotics, tobacco, intoxicating liquors, or other harmful substances
- f. open or persistent defiance of authority and/or school rules and regulations
- g. theft
- h. use of tobacco; e.g. smoking or chewing
- i. profanity
- j. others as determined by the administration.

**Due process:** The administration, in student suspension cases, shall provide the following procedures:

- a. The building principal shall notify the student of the situation.
- b. The building principal shall hold a conference with the student prior to the suspension. However, when in the opinion of the principal, the student's presence represents a danger to persons or school property or is a threat of disruption to the education process the student may be immediately suspended. The notice and hearing shall follow as soon as practicable.
- c. The student shall be given an opportunity to give his/her version and if the student denies the charges, the principal shall investigate further.
- d. The parent(s) or legal guardian shall be informed of the suspension.
- e. The student and/or the parent(s) or legal guardian may appeal the decision of the principal to the superintendent.
- f. The superintendent may be involved in the initial suspension if both building principals are not available.

## EXPULSION

A student may be expelled by the Central City Board of Education, whenever the student's behavior materially or substantially interferes with education process or constitutes an extreme act of violence. Also, repeated or continuous misconduct of the nature specified in Policy No. 5070 may be cause for expulsion. The Central City Board of Education shall afford the student the right to appropriate due process procedures.

The following procedures shall be followed in cases of student expulsion:

- a. The recommendation for expulsion shall be made by the appropriate building principal.
- b. If, in the judgment of the superintendent, expulsion is merited, the superintendent shall notify the student and parent(s) or legal guardian(s) of the charges. The time, place, and date of the hearing shall be included in the notification of charges
- c. The student and parent(s) or legal guardian(s) shall have the right to be present.
- d. The student may be represented by legal counsel. There shall be an opportunity to present evidence and examine witnesses.
- e. If the superintendent, after the hearing, determines expulsion is appropriate, he/she shall recommend the action to the Board of Education. The superintendent shall, in writing, inform the student and his/her parent(s) or legal guardian(s) of the time, date, and place of the board hearing.
- f. The Board shall hold a hearing and the student; parent(s) or legal guardian(s) and legal counsel may be present.
- g. A verbatim record of the Board hearing shall be made, and a written decision and finding of facts shall be issued by the Board. The action of the Board shall be reported, by registered mail, to the student and parent(s) or legal guardian(s) within 72 hours.
- h. The decision to expel may be appealed to the courts.

**ADDITIONAL RIGHT OF APPEAL:** A student who is expelled has the statutory right to appeal to the State Board of Education. When expelled by the Board, a student may be readmitted only by the Board.

## LOCKERS

Students are assigned a locker when in 4th and 5th grade. Students are required to keep coats and bookbags in their locker. Each student shall have access only to his/her locker. Student lockers are the property of the school. The school maintains the right of search and seizure with reasonable suspicion for such action. Inventory inspections of lockers may take place at anytime during the year, and students will be given the right to be present. Central City School is not responsible for lost or stolen articles. All defective lockers should be reported to the school office. Placing materials in the locks with the intent of jamming the lock mechanism can result in a repair charge to the student.

## SEARCH AND SEIZURE

See Board Policy 502.8. School authorities may, without a search warrant, search a student, student lockers, desks, or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

## **TALENTED AND GIFTED PROGRAM**

Our school program offers a wide variety of opportunities for students who excel in school. For more details about the program, please contact: Kelsie Johnson, [kjohnson@central-city.k12.ia.us](mailto:kjohnson@central-city.k12.ia.us) or 319-438-6181.

## **ELEMENTARY TECHNOLOGY USE GUIDELINES**

Students in Kindergarten through fifth grade are provided access to technology using either the iPad or the laptop computer. These are the property of the district and are not taken home. Students may use the devices during the school day under the supervision of the teacher or other adults as designated. Students are expected to follow the district Internet policy and computer use guidelines. Students who intentionally damage either the iPad or a laptop assigned to them, will be charged \$40 per incident for repairs.

### **Elementary student violation procedures:**

#### **1<sup>st</sup> Offense**

The student will lose all access to either the iPad or the laptop computer for a period of 3 to 5 days, and parents will be notified. Students will be provided with paper/pencil copies of any assignments that require the use of the device as may be needed.

#### **2<sup>nd</sup> Offense**

The student will lose all access to either the iPad or the laptop computer for a period of 7 to 10 days, and parents will be notified. Students will be provided with paper/pencil copies of any assignments that require the use of the device as may be needed. A parent meeting will be required prior to the return of or access to the device.

#### **3<sup>rd</sup> Offense**

The student will lose all access to either the iPad or the laptop computer for a minimum of 15 days, and parents will be notified. Students will be provided with paper/pencil copies of any assignments that require the use of the device as may be needed. A parent meeting will be required prior to the return of or access to the device.

#### **4<sup>th</sup> Offense**

The student will lose all access to either the iPad or the laptop computer for a period of up to a trimester or the equivalent, and parents will be notified. Students will be provided with paper/pencil copies of any assignments that require the use of the device as may be needed. A parent meeting will be required prior to the return of or access to the device. It is possible that at this point, continued access to district technology may be seriously limited or denied.

## **Central City Community School District** **Computer and Internet Use Policy**

- I. Responsibility for Computers and Internet Appropriate Use
  - A. The authority for appropriate use of computer and Internet resources is delegated to the school district's employees and approved volunteers. For the purpose of this policy, the Internet is defined as a "network of networks" connecting thousands of computers all over the world and millions of individual subscribers.

- B. Instructions in the proper use of the computers and the Internet will be available to employees who will then provide similar instruction to their students as the curriculum requires.

## II. Copyright

- A. Central City Community School District subscribes to the applicable laws and regulations governing the use of copyrighted materials. Information about the copyright law and fair use guidelines are posted on the school website.
- B. In order to protect intellectual property rights and the continued availability of Internet access, computer and Internet users will not be allowed to transmit or store any school data which is protected under copyright laws without the express written permission of the copyright owner.
- C. Staff and students are advised to exercise caution in using material downloaded from the Internet in producing their own educational multimedia projects, because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.

## III. Computer and Internet Access

- A. Access to the computers and the Internet is available to staff and students as a source of information and a vehicle of communication.
- B. Students will be able to use computers and access the Internet with appropriate supervision. Teachers are able to direct students to specific websites as a part of their daily curriculum. Students who wish to use the internet as a research vehicle must be aware of the following:
  - 1. Making Internet access available to students carries with it the potential that some students might access materials that are inappropriate. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
  - 2. It is a goal to allow staff and students to access the rich potential on a global network, while protecting the rights of students and parents who choose not to risk exposure to questionable material. Filtering of the school network for objectionable material is practiced in accordance with CIPA (Child Internet Protection Act) guidelines.
  - 3. A yearly permission form signed by the parent or guardian will be required.
  - 4. The smooth operation of the Internet relies upon the proper conduct of the users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of Internet resources.
  - 5. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
  - 6. Transmission of material, information, or software in violation of any board policy or regulation is prohibited.
  - 7. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
  - 8. The school district makes no guarantees as to the accuracy of information received on the Internet.

## IV. Student Use of Computers and Internet

- A. Equal Opportunity: The computers and the Internet shall be available to all students within the Central City Community School District for school use. The amount of time

available to each student may be limited by the number of available computers and the demands for each computer

B. On-Line Etiquette

1. The use of the Internet is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. It is the user's responsibility to abide by the policies of these other networks.
2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements
  - b. Cite all quotes, references, and sources.
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through individual student accounts for specific course work and with teacher supervision.
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited
  - d. Always sign messages
  - e. Always acknowledge receipt of a document or file

C. Restricted Material – Students shall not intentionally create, access, or download any text file or picture or engage in any conference that includes material which

1. is obscene, libelous, indecent, vulgar, profane, or lewd.
2. advertises any product or service not permitted to minors by law
3. will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities
4. will cause the commission of unlawful acts or the violation of lawful school regulations

D. Unauthorized Costs

1. If a student gains access to any service via the Internet, which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
2. If a student vandalizes a computer, causing the school to spend staff time or money to repair/replace the computer or software, the student will be responsible for reimbursing the school for the staff time or money to repair/replace the computer or software.
3. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, and/or data of the school, another user, and/or the Internet. This includes, but is not limited to, downloading, uploading, or creation of computer viruses.

V. Student Violations

- A. Computer use and Internet access by students is a privilege, not a right.
- B. Students who access restricted items on the Internet and/or who key in inappropriate language/messages or who otherwise violate appropriate use of the school's Internet access shall be subject to the appropriate action described in the school discipline policy and/or student handbook and/or the following consequences:
  1. First Offense – The student will lose Internet access on all school computers for a minimum of forty-five (45) school days.
  2. Second Offense – The student will lose Internet access on all school computers for a minimum of one (1) calendar year..

3. Third Offense – The student will lose Internet access for the remainder of his/her time as a student at Central City Community School.
- C. If the student, who has committed any of the above offenses, is no longer enrolled in classes at Central City Community Schools, the time period(s) of the suspension(s) or the period not enrolled will be added to the time of lost Internet access should that person return as a Central City student.

# APPENDIX A

## STUDENT RECORDS: ANNUAL NOTIFICATION

The Central City Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education which may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

<u>School</u>	<u>Name</u>	<u>Position</u>
Central City Elementary	Amy Smith	Pre-K-5 Principal
Central City Middle School/High School	Jason McLaughlin	JH/HS Principal

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

- A. School officials, teachers, and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Organizations which process and evaluate standardized tests.
- F. Accrediting organizations for accreditation purposes.
- G. Parents of dependent children, regardless of child's age.
- H. Appropriate parties in a health or safety emergency.
- I. In response to a court order or legally issued subpoena.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed no sooner than three years after graduation or discontinued attendance or the student should have reached the maximum age of compulsory school attendance.

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

## **DIRECTORY INFORMATION**

The following may be released to the public by the Central City Community School District in regard to any individual student of the school district as a 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 which the student is attending. It is desirable to renew this objection at the beginning of each school year.

Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Student, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received and the Most Recent Previous School or Institution Attended by the Student.

## **EOE ANNUAL NOTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY GRIEVANCE PROCEDURE**

Students, parents of students, applicants for employment and employees of the Central City Community School District shall have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in educational program and employment.

Level One – Immediate Supervisor. Employees with a grievance of discrimination on the basis of gender, race, national origin, disability, or religion may first discuss it with their principal or immediate supervisor, with the object of resolving the matter informally. A student, a parent or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, disability, or religion may discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personal contact person involved.

Level Two – The Equity Coordinator/Superintendent, Tim Cronin. If the grievance is not resolved at Level One and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Education Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the main office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. The Educational Equity Coordinator is: Superintendent of Schools, Central City Community Schools, 400 Barber Street, Central City, IA 52214, (319) 438-6181, 8:00 a.m. – 4:00 p.m.

## **ANNUAL ASBESTOS NOTIFICATION**

Central City Community Schools completed an asbestos removal program several years ago. All known friable asbestos was removed at that time. Asbestos, however, occurs as an ingredient in many composite materials although not in a friable (powdery, airborne) form. Thus, the district has a management program to insure that no hazardous exposure occurs for employees or students. The Superintendent along with the Head Custodian are the program managers and have received the required training. Questions regarding this should be addressed to the Superintendent.

## **HUMAN GROWTH AND DEVELOPMENT**

Senate File 2094, Human Growth and Development, requires annual notification to parents of their right to review all human growth and development curriculum.

You may do so by contacting, Chris Greene, Curriculum Coordinator, (319) 438-6181.

A pupil shall not be required to take instruction in human growth and development as long as the pupil's parents or guardian files with the appropriate principal a written request that the pupil be excused from the instruction.

## **TEACHER QUALIFICATION NOTIFICATION**

Parents/guardians in the Central City Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/guardians may request this information from the Office of the Superintendent by calling Tim Cronin (319) 438-6181 or sending a letter of request to the Office of the Superintendent, 400 Barber Street, Central City, IA 52214.

## **ANNUAL NOTIFICATION OF NON-DISCRIMINATION**

The Central City Community School District is an equal opportunity employer complying with state and federal regulations in regard to race, color, creed, sex, marital status, national origin, religion, age or disability. Inquiries or grievances relating to this may be directed to the Superintendent of Schools/Equity Coordinator, Central City Community Schools, 400 Barber Street, Central City, IA 52214, (319) 438-6181, to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 East Maple, Des Moines, Iowa 50309, (515) 281-4121. Information and copies of the procedures for filing a complaint are available in the School District's Central Administrative Office.

## **ANNUAL NOTIFICATION HOMELESS STUDENT SEARCH**

A homeless student is defined as a student or youth between the ages of 5 and 21 who has not graduated from a school, who lacks a fixed, regular, and adequate nighttime residence, and includes a child or youth who is living on the street, in a car, tent, or abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends who may or may not have legal guardianship over the child or youth of school age.

The Central City Community School District is making a concentrated effort to locate and identify any homeless children or youth of school age who are found within our school district, whether or not they are enrolled in school. The district will work with any student so identified so said student can further his/her education. The district will attempt to eliminate barriers to enrollment so said child/student can enroll in school.

If you are aware of any student or students that meet the definition of homeless, please contact the school so a concentrated effort can be made to enroll the child or youth in school and/or improve housing. If you would like more information on this effort, feel free to contact the school. Call 438-6181

or write: Central City Community School District, Attention: Amy Smith, Pre-K- 5 Principal, 400 Barber Street, Central City, Iowa 52214.

### **ANNUAL NOTIFICATION CHILD ABUSE REPORTS**

Iowa Code 290.17 requires the school to notify parents/guardians of the procedures followed when there is reason to suspect abuse of their child by any school employee. Parents/guardians wishing to request an investigation of suspected child abuse by a school district employee should contact Superintendent Tim Cronin.

Level I Investigators are Pre-K-5 Principal, Amy Smith and 6-12 Principal, Jason McLaughlin. The Level II Investigator is the Linn County Sheriff's Office.

### **ANNUAL NOTIFICATION MULTI-CULTURAL/GENDER FAIR POLICY**

It is the policy of the Central City Community School District not to discriminate on the basis of race, color, national origin, creed, age, marital status, or physical disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, ethnicity, religion, age, and/or physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with this policy may be directed to the superintendent by writing to him at the school or calling 438-6181, or by writing to the Director of the Iowa Civil Rights Commission, Des Moines, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Mo.

### **OPEN ENROLLMENT NOTIFICATION**

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

March 1, 2020 - Last date for regular open enrollment requests for the 2020-2021 school year.

September 1, 2019 - Last date for open enrollment requests for entering kindergarten students for the 2019-2020 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 school office.

### **School Bus Transportation Rules and Regulations:**

ANY TIME (ESPECIALLY MORNINGS) THAT YOU ARE NOT RIDING, PLEASE NOTIFY YOUR DRIVER IN ADVANCE.

Because of the need for extreme safety factors on a bus, violations of the bus policy could result in severe consequences. Students riding buses will be reminded of the school expectations and will be asked to conduct themselves appropriately. Students who cause problems will be warned and may be suspended from riding the bus for a period of 1-3 days. Immediate suspension(s) may be issued without warning for gross misconduct. Continued behavior problems will result in removal from the bus for up to nine weeks if deemed necessary.

General Rules:

1. The bus will stop at regular bus stops only.
2. To ride on a bus other than your assigned bus, you must bring written permission from your parents and have it approved by the principal, or in his/her absence by the designee.
3. Be careful not to damage the bus seats. If you notice any damage; report it to the driver immediately. Students will be held responsible for any damage to the bus.
4. Students riding activity buses must ride to and from the activity on the same bus. Exceptions to this rule must be approved well in advance of the activity by the activity supervisor or an administrator. Student participants may not drive to or from their respective activities.
5. The driver will not discharge riders at places other than the regular bus stop, at the student's home or at school, unless the student has received proper written authorization from the parent and has had it approved by the appropriate secretary or superintendent.

Safety Rules:

1. Be careful in approaching the place where the bus stops. There should be absolutely no horseplay at the bus stop. Stand back at least 10 feet from the edge of the road. Wait until the bus comes to a complete stop before attempting to board it.
2. Sit in assigned seat if given by the driver; otherwise, get a seat and remain seated facing forward until the bus reaches your destination. Do not move from seat to seat. The school administration and/or the bus driver reserve the right to assign seats.
3. Keep head, arms, hands, feet, etc., inside the bus. Do not open windows unless instructed to do so by the driver.
4. Loud talking or playing radios, etc. at high volumes is not permitted as it may distract the driver.
5. Students must keep all items and feet out of the aisles. The driver will let students know where large articles are to be kept.
6. At all railroad crossings for safety purposes, all passengers must remain quiet.
7. Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
8. No glass containers or candy lollipops are allowed on the bus.
9. Students are to board and leave the bus only by the front entrance. In leaving the bus, students are required to remain in their seats until the bus has made a complete stop. Be aware of emergency exits should an emergency arise and how to use the exits. Wait for instructions from the driver when exiting in an emergency situation unless the driver is incapacitated. The emergency door is to be used ONLY for emergency situations.
10. Cell phones are to be turned off while on the bus.

Conduct Rules:

1. The bus is school property and all school rules apply to the bus as well as in the buildings; however, some violations may be dealt with more severely because of the safety risk involved.
2. Fighting, scuffling, profanity, and horseplay are all distractions to the driver and are specifically prohibited.
3. Throwing objects on the bus or out the windows is never permitted.

4. The bus driver is to be obeyed at all times. If you feel you are being treated unfairly, report it to your principal. Do not argue with the driver.
  5. Help look after the safety and comfort of smaller children, rather than teasing or fighting with them.
  6. Normal conversation is permitted; loud talk or noise is not permitted.
  7. Eating/drinking is not permitted on routine bus routes, except when allowed by the bus driver on special occasions.
  8. When on a class trip or a sporting event, teachers and/or chaperons are in charge. Remember the expectations of Central City School District: respectful, responsible, safe and kind.
- Anyone having questions concerning bus routes or operation should call the Superintendent's Office at 438-6181.

We request that children be prompt in meeting the bus so a regular schedule can be maintained. Buses do not have to wait when they are on a regular schedule. A note giving parental permission for their child to ride the bus to another student's home must be given to the office before riding another bus to that destination.

## **Elementary Band Frequently Asked Questions**

Mr. Josh Morey, Band Director  
jmorey@central-city.k12.ia.us

### **In which grade does elementary band start?**

Band is open to any student from 5<sup>th</sup> grade through 12<sup>th</sup> grade. They may begin at any time during those years, but most choose to begin in 5<sup>th</sup> or 6<sup>th</sup> grade.

### **How do I enroll my child in band?**

Please call or email Miss Quinn to share your child's interest in joining the band. After establishing which instrument will be the best fit for your child, we will determine the best source of instrument rental and have them playing as soon as possible!

### **How can I help my child improve their skills on their instrument?**

The best way a child can improve in band is to practice at home. For elementary students, we highly recommend 15 minutes a day for at least 4 days a week. Another way you can help your child improve is to enroll them in private lessons with musicians from the local communities. Please contact Miss Quinn if this is of interest to your family.

### **What supplies should I purchase for my child? Where can I purchase them?**

We recommend each child has an instrument care kit, a box of strength 2.5 reeds (if a saxophone or clarinet player), a music stand, and the method book. These can all be purchased at West Music in Marion. They have a list of recommended supplies specific to the Central City band program as well.

### **How can I prepare my child for band concerts?**

In preparing your child for a band concert, please check their concert attire. All students should be wearing dressy clothes (i.e. no denim, tank tops, etc.) that are school dress code appropriate. Also, plan to bring your child to the performance before the designated time to allow them to put their instrument together and organize their music.

