



# **FAIRVIEW ELEMENTARY**

Student and Parent Handbook  
2023-2024

**Carroll Community School District**

Approved by CCSD Board of Education July 17, 2023

# FAIRVIEW ELEMENTARY SCHOOL

525 EAST 18TH STREET - CARROLL, IOWA

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INFORMATION IS ALSO AVAILABLE ON THE [DISTRICT WEBSITE](#).

We invite you to explore our website and learn more about the educational programs offered. When you reach the Carroll Community School site click on the Fairview site for more information.

Follow Carroll Community School District on Facebook.

## **Non-Discrimination Statement:**

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age (for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Amy Collison [acollison@carrolltigers.org](mailto:acollison@carrolltigers.org), 1026 N. Adams Street, Carroll, Iowa 51401, telephone: 712-792-8040, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3.

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## INTRODUCTION

Welcome to Fairview Elementary and the Carroll Community School District!

Fairview Elementary houses preschool through 2nd grade students.

This handbook is meant to be a guide for students and parents. It is not all-inclusive of every rule, regulation, activity and procedure that is followed here at school. If the information that you seek has not been covered in this booklet, please contact the school. The teachers will work diligently to design instruction to meet the needs of all students. They are constantly looking for ways to improve their practice. We know that your child and you will have a great school year – It's a Tiger Thing!

## MISSION, VISION & CORE VALUES

### *Our Mission:*

Inspiring Learning and Excellence for ALL

### *Our Vision:*

To inspire excellence in learning to prepare ALL students for success.

### *Core Values:*

Teaching–Learning every day  
Inclusivity–Welcoming everyone  
Growth–Improving ourselves  
Excellence–Striving to be our academic best  
Respect–Choosing kindness  
Safety–Caring for each other

## CHANGE OF ADDRESS/PHONE

If your address and/or phone numbers (including work and cell phones) change during the school year, parents and guardians should make changes on the [district website](#). It is imperative that we know how to reach you at all times for your child's safety. If you plan to move during the school year, please inform the teacher and the school secretary at least three days in advance.

## FAIRVIEW POLICIES & PROCEDURES

## SECURITY

Over the years the Carroll CSD has invested funds to provide for the safety of students and staff. Office personnel are usually available from 7:30-4:00 each day. Parents/guardians and other visitors must press the buzzer by the principal's office located on the west side of Fairview to gain entry into the buildings after the school day begins. The administrative assistant is able to view the person at the door, ask for a name and determine the purpose for the visit. Parents and visitors must sign-in and sign-out at the principal's office. If your child arrives late for school or if he/she has an appointment, you must enter through the west door and a staff member will escort your child to their classroom. While this may be an inconvenience, please be assured that we want your child to be safe at school.

## SCHOOL HOURS

Fairview school hours: 8:10 a.m. to 3:05 p.m. for Kindergarten -2nd Grades.

Kindergarten through second grade students are considered tardy at 8:10 a.m. Tardiness can have a disruptive effect on a student's educational process. A parent conference will be scheduled with the Attendance Coordinator if repeated tardiness tends to occur.

Breakfast will be served beginning at 7:35 a.m.

## ARRIVAL/DEPARTURE PROCEDURE

Students riding buses will be dropped off on the west side of the Fairview building. Buses will enter through the south driveway on Grant Road and exit through the north driveway on Grant Road.

Students will enter the building through the doors by the principal's office on the west side of the building.

Parents who are dropping off students in the morning and wish to escort their child to the door should park their cars in the parking lot located between the bus yard and the school. Parents should then walk the child to the building where a teacher associate will greet them. Parents are not allowed to enter the building during drop off or pick up.

Parents dropping off students at Fairview will enter through the south driveway on 18th Street. Vehicles should go east around the parking lot between the school and the bus barn and then turn west moving along the curb. Please go as far west as possible while staying near the curb/sidewalk. Students should exit the vehicle on the passenger side. After the child or children are dropped off, parents should leave the area turning to the south, then turning east and exit out of the south driveway on 18th Street staying to the right.

Students should not be dropped off before 7:35 a.m.

Buses picking up preschool – 2<sup>nd</sup> grade students at Fairview Elementary will enter the west parking lot through the south driveway off of Grant Road. They will proceed along the curb toward the north. There will be two waves of buses. As soon as students are on the buses, they will leave the parking lot.

Parents picking up preschool through 2<sup>nd</sup> grade students at Fairview will enter through the south driveway off 18<sup>th</sup> Street. Vehicles should move east around the parking lot and playground then turn west moving along the curb. Please go as far west as possible while staying near the curb/sidewalk. Students will exit from the south side of the building. Students should enter the vehicle on the passenger side. Parents will leave the area turning to the south, then turning east and exiting out of the south driveway on 18<sup>th</sup> Street staying to the right.

### **Important:**

- The driveway will not be open until 3:00 p.m.
- Parents should not park by the transportation building. This area is reserved for bus drivers.
- Doors will be unlocked at 3:05 p.m.

**Supervision:** Staff members will monitor students as they walk to buses or are waiting for parent pick up.

## STUDENT FEES

Elementary students will be charged a \$35 textbook fee for the 2023-24 school year. (See CCSD Board Policy 537).

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property. The superintendent/designee shall inform the board of

the dollar amount to be charged to students or others for charges or fees annually. Parents/guardians of students meeting specific financial eligibility standards will be eligible for a waiver or a reduction of student fees based upon the request of the parent/guardian.

## ACTIVITY PASSES

Activity passes are sold for students in Grades Preschool - 2. The cost is \$50.00 for the school year.

All children preschool through second grade attending games or events are expected to remain seated with an adult.

## ATTENDANCE, ABSENTEEISM & TARDINESS

Students are expected to attend all classes each day of the school year except for illness and family emergencies.

Students are considered tardy @ 8:16 a.m. Tardiness can have a disruptive effect on a student's educational process. Late arrivals and early departures interrupt valuable learning. The best achievement comes from being at school all day, every day! A parent conference will be scheduled with the Attendance Coordinator if repeated tardiness tends to occur.

**If a student is absent, it is the parent's responsibility to notify the school by phone before 9:00 A.M.** If we do not receive notification, the student will be marked unexcused. We will then try to call the parent to verify the absence. In case of any emergency or unusual need to leave the school before the end of the day, a parent should notify the school. If possible, health care appointments should be scheduled outside of regular school hours.

## ATTENDANCE INTERVENTION

- 3 Absences/Trimester:
  - Phone call home by Attendance Coordinator
- 4 Absences/Trimester:
  - Letter home and phone call by Attendance Coordinator
- 6 Absences/Trimester:
  - 2nd letter home and phone call by Attendance Coordinator
- 9+ Absences/Trimester:
  - Meeting with student and guardian/parent to establish attendance contract
    - Violation of Attendance Contract: referral to County Attorney Truancy Intervention Program

The following are the only accepted excuses for being absent from school and all require a phone call or note to the school office:

1. Student Illness
2. Death of a Relative
3. Medical Appointments that cannot be scheduled outside of the school day

The following are examples of unexcused absences:

- Any absence not properly excused before the occurrence
- Haircuts
- Oversleeping
- Shopping trips
- Leaving the building during the day without parental excuse and authorization of the principal's office
- Babysitting

- Leaving school prior to dismissal time detracts from our academic program. These incomplete school days are considered to be absences from academic time – similar to arriving after the beginning of the school day. If this becomes a repeated occurrence, a parent conference will be scheduled with the Attendance Coordinator.

## SCHOOL VISITS

Parents are always welcome to visit our schools. Parent visitations during the two weeks at the beginning and end of the school year are usually not as rewarding as at other times of the school year and are discouraged. It is requested that parents not bring younger brothers or sisters to visit, as they distract the class from a normal routine. As a courtesy to the teacher, please call ahead to find out the best time for the visit. Youngsters from other schools may not visit or spend the day at school.

## FIELD TRIPS

Field trips are designed to enhance the curriculum for each grade level. When a parent registers a child for school they indicate whether their child will participate in grade level or classroom field trips. Notices will be sent home when there is a field trip, but parents will not be required to sign a slip and return to school.

## HOMEWORK

Daily homework assignments are practice exercises to help students develop skills. Doing homework supports learning of grade level expectations.

## REPORT CARDS

Student report cards are issued at the end of each trimester. Parents are encouraged to contact their child's teacher with any questions or concerns. Conferences will be scheduled part way through the 1st & 3rd trimesters.

1st Trimester: 8/23-11/16

2nd Trimester: 11/17-2/23

3rd Trimester: 2/24-5/29

## RECESS RULES

1. Students will go directly to the playground when they arrive at school unless they are going to breakfast. Students cannot enter the building before school unless they have special permission. This would include going to lockers.
2. Students will not stand by teachers' windows before school and during recess.
3. Students will not throw snowballs, ice, rocks or anything else that might endanger another person. Sliding on the ice or snow is not permitted.
4. When the bell rings at the end of recess, all students will line-up immediately without shoving or pushing.
5. Students will help collect any playground equipment.

Basketballs, kickballs, footballs, and jump ropes are available for students during recess time. Items such as toys, rollerblades, skateboards, scooters, balls, baseball bats, fidgets, iPod/iPads, or electronics must remain at home. Students shall not operate cell phones before, during and after school when on the school grounds. If students are using these devices, they will be confiscated. Parents will be required to pick up confiscated

devices. The school cannot be responsible for the loss or breakage of these items.

## DRESS & APPEARANCE

We take pride in the appearance of our students. The following suggestions are a practical guide for students:

1. Students are expected to come to school clean and well groomed.
2. Clothing with inappropriate expressions and language, as well as clothing that promotes alcoholic beverages or any other substances, are inappropriate for students and will not be permitted.
3. Short shorts, halter-tops, tube tops or bare midriffs will not be allowed.
4. Hats or caps will not be worn during the school day unless designated as a hat day.
5. Many activities at school require tennis shoes. For the safety of the children, flip-flops, sandals, or open toe shoes are not allowed. Appropriate footwear is required at all times. Shoes with wheels are not permitted.
6. When the windchill is zero degrees or above, students will be going out for recess. Please remind your child to dress appropriately for the weather.
7. Students will be expected to change to more appropriate attire if asked to do so.

## LOCKERS

Students at the north end of Fairview will be assigned a locker. A coat hook is assigned if the student's classroom is located in the east and west

pods at Fairview. Locks will not be issued for the lockers and students are not to place their own personal locks on the lockers. It is recommended that students not leave money or other valuable items in their lockers. Parents are encouraged to mark their child's personal items clearly for the purpose of identification.

## HEALTH & SAFETY ISSUES

### HEALTH ISSUES & THE LAW

A school nurse is available at Fairview Elementary (792-8030) to provide necessary health care and answer any questions.

Every student must show proof of immunization by returning the official immunization form or exemption before being admitted to school. Emergency information must be completed online through the Parent Portal on Infinite Campus. Serious medical conditions should be recorded on Infinite Campus or reported to the school nurse. Parents are encouraged to update contact information and share updated medical information with the school nurse.

## MEDICATIONS

If a child is to receive medication during the school day, a parent or guardian must fill-out a school Medication Permission Form and give it to the school nurse, administrative assistant or principal. Medication will be dispensed according to the instructions on the original container. The parent should bring the medication to school with the authorization form. Medication should not be sent to school with students.



## ILLNESS POLICY

For the health and safety of all the children, it is mandatory that sick children not attend school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eye with drainage
- Excessive cough or nasal discharge

**The Carroll Community School District has established a policy for an ill child's return to school:**

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep throat: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage.

Upon arrival at school, each child is observed by the teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. When a child develops signs of an illness during the day at preschool, parents, legal guardians, or another person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's doctor.

## SUNSCREEN & INSECT REPELLENT

Weather permitting students will be going outside. If you would like your child to have sunscreen and/or insect repellent, please apply before sending him/her to school.

## GUIDANCE SERVICES

The major purpose of the guidance program is to assist students as they develop and grow. School counselors focus on three domains: social/emotional development, career exploration, and academic achievement. The process should help students to make wise educational and personal decisions, which will lead to greater understanding of self, accepting responsibility for decisions made, and development of values and attitudes needed to become a productive citizen. The school counselor communicates as an advocate for students. School counselors are also our 504 coordinators. A student may request a private conference with the school counselor. Parents may also contact the counselor with concerns or may schedule an appointment through the administrative assistant. Conferences often focus on normal developmental concerns of school-aged children. Those concerns may center around: forming and maintaining friendships, school work habits, safety needs/concerns, family concerns, getting along with siblings, and improving behavior at school. In addition to private conferences with children, parents, and teachers, the counselor may provide small group sessions for children dependent on need. Our school counselors also teach guidance classes.

# BEHAVIORAL EXPECTATIONS

All students are taught the school wide expectations of Be Safe, Be Respectful, and Be Responsible through the following lessons: ·

- Playground Basics
- Hallway Basics
- Lunchroom Basics
- Locker & Bathroom Basics
- Give Me 5
- Loudness Scale

Students may earn tickets for demonstrating the expected behavior; tickets may be redeemed for individual or classroom rewards.

LOUDNESS SCALE
0 - No Talking
1 - Whispering
2 - Speaking/Talking
3 - Shouting
4 - Emergency Voice

BATHROOM BASICS	LUNCHROOM BASICS
<ul style="list-style-type: none"> <li>• Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Voice</li> </ul>
<ul style="list-style-type: none"> <li>• Use, Flush, Wash, Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Use good table manners</li> </ul>
<ul style="list-style-type: none"> <li>• Respect Others' Privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area</li> </ul>
<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adults</li> <li>• Walk after you are dismissed</li> </ul>

RECESS BASICS	CLASSROOM BASICS
<ul style="list-style-type: none"> <li>• Stay on the playground</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0, 1 or 2 voice per activity</li> </ul>
<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow "Give Me 5" expectations</li> </ul>
<ul style="list-style-type: none"> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively</li> </ul>
<ul style="list-style-type: none"> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Stay if your personal space</li> </ul>
<ul style="list-style-type: none"> <li>• Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials appropriately</li> </ul>
<ul style="list-style-type: none"> <li>• Line up when bell rings or whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>• Keep work/center area clean</li> </ul>
<ul style="list-style-type: none"> <li>• Use line basics when lining up</li> </ul>	<ul style="list-style-type: none"> <li>• Be a problem solver</li> </ul>
	<ul style="list-style-type: none"> <li>• Always give your best effort</li> </ul>
	<ul style="list-style-type: none"> <li>• Come prepared</li> </ul>

HALLWAY BASICS	BUS BASICS
<ul style="list-style-type: none"> <li>• Level 0 or 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0, 1 or 2 voice</li> </ul>
<ul style="list-style-type: none"> <li>• Straight line</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to and from the bus</li> </ul>
<ul style="list-style-type: none"> <li>• Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Follow driver's directions</li> </ul>
<ul style="list-style-type: none"> <li>• Hands behind your back</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> </ul>
<ul style="list-style-type: none"> <li>• Facing forward</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> </ul>
<ul style="list-style-type: none"> <li>• Follow adult's directions</li> </ul>	<ul style="list-style-type: none"> <li>• Check seat before you leave</li> </ul>
<ul style="list-style-type: none"> <li>• Go directly to your destination</li> </ul>	

LOCKER AREA BASICS	FIELD TRIP BASICS
<ul style="list-style-type: none"> <li>Level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 voice</li> </ul>
<ul style="list-style-type: none"> <li>Take turns with your locker partner</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus basics</li> </ul>
<ul style="list-style-type: none"> <li>Pick up your area</li> </ul>	<ul style="list-style-type: none"> <li>Use "Give Me 5" basics</li> </ul>
<ul style="list-style-type: none"> <li>Promptly take all materials to your classroom</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom basics</li> </ul>
<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Follow grade level expectations</li> </ul>

Students are expected to conduct themselves as good citizens while in the building. We feel the important part of discipline is recognition of the rights of others. When a discipline problem persists, the teacher or principal may contact parents to determine if any further action is necessary. The administration and staff want to deal with student misbehavior in a consistent and fair manner. Consequences for student misbehavior include, but are not limited to the following:

1. Conference with the student about the incident
2. Warning
3. Deprivation of privileges
4. Communication with parents via note, telephone or conference
5. Time-out in classroom or the office
6. After school detention until 3:40 p.m.
7. Referral to Counselor or Behavioral Interventionist
8. Referral to Principal
9. In-school or out of school suspension
10. Expulsion

## FOOD SERVICE PROCEDURES

### BREAKFAST & LUNCH

Breakfast and lunch are served each day. The CCSD food service department uses a computerized system for the lunch program. Each student is assigned a 4-digit pin number. This number will allow students to access their account each day.

Students eating breakfast at school can enter either through the south doors for parent drop off or west doors for bus drop off.

If you have any questions regarding food service, contact the Food Service Director at 775-5012. Deposits to student's lunch accounts can be made in each student's classroom or parents can go online at <http://www.carrolltigers.org/> and click on Pay Schools to make a deposit.

#### Breakfast and Lunch Prices (if not free)

Breakfast \$1.75  
(\$0.30 reduced rate for those that qualify)

Lunch \$2.75  
(\$0.40 reduced rate for those that qualify)

Adult \$4.85

### CAFETERIA RULES & PROCEDURES

All students must eat in the lunchroom.

Students should go directly to their assigned table and remain there until dismissed by a lunchroom supervisor.

Students should follow lunchroom basics (PBIS). They are asked to use a Level 2 voice according to PBIS expectations.

## CANCELLATION OF SCHOOL

Teacher associates dismissing students will ask students to pick up their area so it will be clean for the next class. Students should return their trays and keep their eating area clean.

Students should walk when exiting the cafeteria and moving down the hallways to go to recess.

Students should not bring pop, caffeine drinks, candy, or food from outside sources (restaurants) to eat during lunchtime.

When going through the lunch line, the student must take whatever he/she ordered during the morning lunch count.

Parents may eat lunch with their children. Please contact the office or send a note with your child if you plan to eat school lunch. The cost for an adult lunch is \$4.85. **Parents or other adults should not bring food to school from outside sources.**

## SPECIAL OCCASION TREATS & ALLERGIES

If you wish to bring treats to school for special occasions, please provide commercially prepared or packaged treats with the ingredient labels available for preview. Please do not send gum.

The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, teacher associates and other adults in contact with any student who has a life-threatening allergy or medical concern. This would include bus drivers, teacher associates and kitchen staff.

The allergy or medical concern must be clearly documented by the primary physician. Precautions will be taken for students with life-threatening allergies. The school requests that parents and students avoid including peanuts and peanut products in lunches and snacks.

It may be necessary to dismiss classes early any time weather conditions dictate. School cancellation announcements will be made on radio stations: KCIM 1380, WHO 1040, KKRL 93.7 FM, KIKD 106.7 FM and on the [school web site](#). Upon registration for preschool, parents/guardians can request to receive automated calls from “Infinite Campus Messenger,” notifying them of cancellations, late starts and early dismissals. Cancellations will be made no later than 6:15 a.m., if possible. School cancellations affect all preschool through 12th grade students, public and parochial, in the Carroll CSD. Weather-related late starts and early dismissals:

- 1-hour late start, morning preschool begins 1 hour late
- 2-hour late start, morning preschool is canceled
- 1-hour early dismissal, afternoon preschool dismisses 1 hour early
- 2-hour early dismissal, afternoon preschool is canceled (Usually this call is made prior to lunchtime. Buses will not pick-up preschoolers when there is a two-hour early dismissal.)

When road conditions are poor the decision may be made to run alternate bus routes in the country. This announcement will be made over KCIM radio. Buses will run over hard surface roads only. Students will be picked up and dropped off at transfer points only. (NOTE: Bus drivers will not stop on hard surface roads between school of attendance and transfer points.) When the alternate routes are run in the AM, they will also run in the PM. Sometimes alternate routes may have to be run in the PM. due to weather conditions even though they did not run in the AM. If there is an early dismissal, parents/guardians should tell your child's teacher if there is a change in transportation.

## **STUDENTS & FAMILIES**

### **STUDENT RECORDS/ GUARDIANSHIP/ RIGHTS & PRIVACY ACT**

Carroll Community School student records are confidential records. These records are available to parents or guardians upon request to the building principal. The Rights & Privacy Act of 1974 limits the availability of school records to the general public.

### **CUSTODIAL & NON-CUSTODIAL PARENTS**

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the District with documentation regarding any restrictions applicable to the non-custodial parent, such as a court order or decree. When in doubt about releasing the student, the district shall call the custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student.

If a non-custodial parent is subject to a court order or other authority restricting his or her access to or custody of the student, the non-custodial parent will not be entitled to visit or pick up his or her child at school. If a parent resists the District's actions or becomes disruptive, the school administrator will seek all reasonable and necessary assistance, including law enforcement. Copies of newsletters

and/or progress reports will be provided to the non-custodial parent upon written request.

### **FIRE, TORNADO & EMERGENCY DRILLS**

A minimum of two fire and two tornado drills are held each semester. Drills will be held without warning. The principal will have students, teachers and classified staff participate in "emergency" drills throughout the school year.

### **REUNIFICATION PROCEDURES**

In the event that students need to be moved off campus due to an emergency event, a message will be sent out via "Infinite Campus Messenger." The message will be sent out to parents notifying them of where students will be located and procedures that need to be followed to pick up children.

## **TRANSPORTATION**

### **BUS SAFETY**

The following rules are implemented for student safety when riding a school bus to and from school:

1. Wait away from the curb when waiting for the school bus.
2. Allow the bus to stop completely before approaching.
3. Always walk, never run or push when walking to the bus.
4. Find a seat on the bus and stay in it.
5. Standing up or moving from seat to seat is dangerous and not permitted.

6. Bullying and aggressive behavior will not be tolerated.
7. Food and drink are not to be consumed on the bus.

## BUS RULES

Each student is expected to follow the bus rules and obey the driver. Failure to do so could result in a three-part disciplinary action such as:

1. Discussion with the student and parent and the issue of a written warning;
2. Suspension of bus riding privileges for five days which will be issued by a written letter; and
3. Suspension of bus riding privileges for the rest of the school year which will be issued by a written letter.

## ALTERNATE ROUTES

When road conditions are poor, the decision may be made to run alternate bus routes in the country. The announcements will be made through "Infinite Campus Messenger" on the following radio stations, KCIM 1380 AM, KKRL 93.7 FM, and KIKD 106.7 FM and on the [CCSD website](#). Buses will run on hard surfaced roads. Students will be picked up and dropped off at transfer points only. (Note: Buses do not stop on hard surface roads between school of attendance and transfer point.) When the alternate routes are run in the morning they will be run in the afternoon. Alternate routes may be run on occasion in the afternoon due to weather related conditions even though they were not run in the morning.

## DISCIPLINE TO & FROM SCHOOL

Problems do arise between home and school. Misbehavior while waiting for the bus or while on the bus, may result in a child being disciplined with the possibility of loss of bus riding privileges. Guidance on how to avoid getting into problem situations, respecting other people's rights, and property from the parent and the school may be needed. We want to create an environment that encourages positive reinforcement and problem-solving skills.

## GENERAL SCHOOL RULES & INFORMATION

The following general school rules apply daily. They are not all-inclusive, but cover a majority of our expectations.

- If your child is to be picked up by someone other than usual, a dated written permission note is needed. This note should be given to your child's teacher.
- Documentation of child custody agreements, for those whose parents are divorced, should be given to your child's teacher or the office. Without this notification children of either parent could legally pick them up from school. Please see the Guardianship/Rights Section in this handbook.
- The following are not permitted:
  - fighting or bullying;
  - weapons or other dangerous objects including look-alikes;
  - explosive devices; and
  - other types of property that would present a safety or health threat to

others including hard balls, skateboards, rollerblades, electronic devices, and cell phones.

- Students will not use or possess tobacco products, alcohol or drugs.
- Gum and candy on school buses are not allowed.
- Party invitations may be sent to school to pass out if there is one for every child in the class. If only a few students are to be invited, arrangements must be made at home by phone or mail.
- Students are not allowed to receive flowers or balloons at school.

## **YOUR RIGHT TO KNOW: CCSD BOARD POLICIES**

All Carroll Community School District board policies can be found on the Carroll Community School District's homepage.

Below are links to board policies that we have identified as *important*.

[STUDENT-TO-STUDENT HARASSMENT AND BULLYING](#)

[ABUSE OF STUDENTS BY EMPLOYEES](#)

[WEAPONS](#)

[SMOKING - DRINKING - DRUGS](#)

[SEARCH and SEIZURE](#)

[STUDENT CODE OF CONDUCT](#)

[CORPORAL PUNISHMENT](#)

[HEALTH EDUCATION](#)

[OBJECTION OF INSTRUCTIONAL MATERIALS AND MEDIA CENTER MATERIALS](#)