South Central Calhoun Elementary

(TK-3rd grade)

Student-Family Handbook

2026-2027

SOUTH CENTRAL CALHOUN ELEMENTARY
STUDENT-PARENT HANDBOOK
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Current board policies are available at www.scc.k12.ia.us in the Board Policies link in its current adopted form. As of the publication of this handbook, the most recent policy is referenced, but enforcement will follow current board policy.

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SECTION 1:
ENROLLMENT AND ATTENDANCE

Equal Educational Opportunity: It is the policy of the South Central Calhoun Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Wendi Geno, 1000 Tonawanda, Rockwell City, IA 50579, 712-297-7222, wgeno@scc.k12.ia.us.

Jurisdictional Statement: 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. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district 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, rule or regulation may result in disciplinary action.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, 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 office for information about the current enforcement of the policies, rules or regulations of the school district.

Current board policies are available at www.scc.k12.ia.us in the Board Policies link in its current adopted form. As of the publication of this handbook, the most recent policy is referenced, but enforcement will follow current board policy.

Definitions: In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles or chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Open Enrollment: Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Those interested in open enrolling out of the school district should contact the superintendent for more information and forms.

Dual Enrollment: Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent at 712-297-7341.

Legal Status of Students: If a student's legal status, such as the student's legal name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the student's record is current.

In most cases when parents are divorced, one parent is designated by the court as the custodial parent and the other parent retains parental rights. The school will share with both parents all school records and information about the student and will not take "sides" in any custody or parental rights dispute. In the case of divorced or separated parents where a court order limits the rights of one parent, the school is obligated to follow the provisions of the court order. It is the responsibility of the custodial parent to file with the school a copy of the court order limiting the other parent's rights.

Emergency Forms: At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the office if the information on the emergency form changes during the school year.

Immunizations: Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate or valid immunization certificate from another state. Students must have the required immunizations in accordance with Iowa law. Students will be allowed to attend school under provisional status,

but have no more than 60 days in to receive the required immunizations. The only exceptions to this ruling are students that have medical or religious exemption certificates.

Student Insurance: Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Free and Reduced Meals: The free and reduced-price breakfast/lunch program not only assists the patrons of the community by reducing or eliminating their school lunch costs, it also helps our school's financial situation. This student count is used by each district to help receive federal monies for the Title I Program, Title VI Program, and Carl Perkins Vocational Programs. These additional funds enhance our educational programs and allow the districts to provide services that we otherwise could not fund. The hot lunch program also benefits financially. All patrons are encouraged to check the "Income Eligibility Guidelines" and apply for free and reduced-price lunches in our school district.

School Supplies: It is important that students come to school prepared. A list of necessary supplies is provided on the website, at registration, or upon request.

Student Educational Records: Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, submit amendments to, and request copies of their child's records during regular office hours. A fee of ten cents per copy may be charged. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office (297-7222).

Transferring Records to Another School: The school district automatically transfers a student's records to a new school district upon receipt of a request from the new school district for the student's records. Parental consent is not needed for the school to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Parents have the right to review and challenge the contents of their student's records. They may take copies of parts of the records with them to a new location, but they may not take the original records. Original records are mailed directly from school to school. There may be a charge for photocopying the records.

A student who wishes to transfer to another school must check out through the office to insure that bills and fines are paid and that records are correct.

Directory Information: Student directory information is released without parental permission unless the parent asks the school district not to do so. Directory information may include the student's name, address, telephone number, date of birth, year in school, and similar information. Permission to provide this information is granted or denied at registration.

Student Attendance Requirements: Parents must notify the office prior to a planned absence via a note, email, or parent phone call. If advance notification is not possible, parents must notify the elementary office at 712-297-8621 on the day of the absence prior to 8:30 a.m. If notification is not received, a school representative will attempt to contact the parents. If contact is not made with a parent of an absent child by 9:00, school personnel will attempt to contact the emergency contact as listed on the registration form. In the event no one can verify the student's whereabouts, school personnel will notify the truancy officer and/or law enforcement. Students arriving after 8:10 or who are not in their seats with materials ready at 8:15 will be counted tardy. (Leniency is given for bus riders.) Those arriving after 9:00 a.m. or leaving prior to 2:00 p.m, will be counted absent for ½ day.

Because attendance and punctuality are crucial to success in school and beyond. Teachers and/or administrators may require students to arrive early, forgo recess, and/or stay after school to recapture learning time, or homework may be assigned.

Research shows that if a student misses 10% of school days, regardless of the reason, there is a measurable impact on learning. By the State's definition, a student who misses 10% or more of school days is considered "chronically absent." For this reason, attendance data will be monitored monthly, and families will be notified if their child reaches the 10% absent mark.

The following actions may be taken to attempt to remedy situations in which students have poor attendance:

call to parent
letter to parent
parent meeting
notification to County Attorney
mediation
retention

The principal retains the right to consider individual circumstances in order to determine appropriate and reasonable actions and consequences.

Attendance Requirement for Participation in School Events: Students must be in attendance at school all day the day of an event if they intend to participate in school-sponsored, outside-of-school-time events. Examples of such events include music programs and classroom displays. Only in extraordinary circumstances may this rule be waived by the principal.

Attendance at School Activities While Suspended: During the time a student is suspended from school, that student is not allowed to be present at any school sponsored activity without specific permission from the administration. Examples of school sponsored activities include sports events and music programs.

SECTION 2:
THE SCHOOL DAY

Arrival and Breakfast: At the SCC elementary building, students should not come to school before 7:45 a.m. There is no supervision prior to 7:45. The only exception is for those students who ride a school bus that arrives prior to 7:45. Students may enter the building at 7:45. Preschoolers will go to their classrooms. Students in TK-3rd grade put their things in their lockers, check-in with their teacher, and then breakfast eaters go directly to the cafeteria. Those who do not eat breakfast and those who finish eating prior to 8:10 go outside or to the gym depending on the weather. The 8:10 a.m. bell is the signal to go to class, and the tardy bell rings at 8:15 a.m.

An optional breakfast is served each morning. Students wanting to eat breakfast should be here by 7:45. They will not be served after 8:00 a.m. unless they arrive on a late bus.

Student Dress Code: Children should wear clothes appropriate for young people and suitable for school, work, and recess. To ensure students can participate fully and safely in all activities, clothing must cover the midriff (No crop tops), and artificial nails will not be permitted due to safety risks during play and interference with fine motor learning. Please be sure students are properly dressed for outside recess during the winter months. All students should have snow pants, snow boots, hats, and mittens to wear at recess during the winter season. See section below for more information about recess.

Shirts and patches, pictures, or buttons that can be worn on clothing that depict, refer to, or suggest the following will not be allowed:

- advertisement or use of alcoholic or tobacco products.
- extremely violent or sexual behavior.
- illicit drug use or drug abuse.
- or anything judged to be in poor taste, including slogans that are contrary to the school-wide expectations of respect, responsibility, and caring

If your child's manner of dress becomes a disruption to the learning in the classroom, the teacher and administrator will make a determination as to its appropriateness. Students who wear an inappropriate item will be asked to remove it, and parents may be called to bring other clothing.

Please mark your child's name on all personal items such as boots and coats. Every year dozens of misplaced or lost items are unclaimed. Items that have been found are turned in to the office. Please encourage your child to check the lost and found for lost items.

Inclement Weather: When school is delayed or canceled because of inclement weather prior to the start of the school day, students and parents are notified over radio stations KTLB-105.9 FM (Twin Lakes), KCIM-1380 AM (Carroll), KAYL-101.5 PF (Storm Lake), and KVFD-1400 AM (Fort Dodge), and over television stations KTIV-Channel 4 (Sioux City), WOI-TV-Channel 5 (Des Moines), KCCI-Channel 8 (Des Moines), and WHO-TV-Channel 13 (Des Moines).

Infinite Campus is used to send text and/or email announcements. Contact any school office with assistance.

If school is dismissed early because of inclement weather after the school day has begun, these same radio and television stations will be asked to broadcast dismissal times and, if necessary, an alternate bus routes notice. If alternate bus routes are used, rural route buses will stay on hard-surfaced roads, and parents will have to pick their children up at a hard-surfaced road intersection near their home, pick their children up at school, or provide notice of where their children should go.

When there is a two-hour late start, half-day classes will not meet in the morning. When there is a two-hour early dismissal, half-day afternoon classes will not meet.

Notes and Money to the Office: Money that needs to be brought to the school office for lunch or for other reasons must be brought to the office by 12:00 noon. The school cannot accept money after 12:00 noon. Also, the school does not have large amounts of money on hand to make change. Students should not come to the office and ask for change.

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Use of Telephone and Messages to Students: The telephone is to be used only for emergencies and after receiving permission from the teacher and office personnel. Students are not to use the phone during class time. Office personnel will always cooperate with parents to get messages to students during the school day. However, since calls for pupils during school hours are often disruptive to the school routine, they should be kept to a minimum. Messages will be written down and delivered to the student. Only in emergency situations will students be called to the phone from a class.

Valuables: Large amounts of money or valuables should not be brought to school. The student is responsible, not the school, for any personal items that are lost, damaged or stolen.

Lost and Found: Items that are brought to school should be labeled. Articles that are not claimed will be given to a charitable organization.

Interferences in School: Students who bring toys or electronics for use on the bus must store them in their lockers upon arrival. Toys may be taken out for recess only with permission from the classroom teacher. Items that interfere with learning are taken away from the students and returned at a later date. Some items may be returned to the students from whom they were taken; a parent may be required to come to school and claim other items.

Lunch: Students may either bring their own lunches to school or purchase lunches. Students are not allowed to bring pop or candy in lunches. Please note that the SCC Elementary is a peanut/tree nut aware building due to serious allergies among multiple students. There is a new product that is made with sunflower seeds instead of peanuts and is an acceptable alternative to peanut butter. If using this product, please send a note to your child's teacher so there is no confusion.

All students have a meal account. Students who have lunch money should bring it to the office first thing in the morning. Parents may contact the school office to get online access to their account. Payment of cash or check can be dropped off at the office of any building to be added to a student account.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.
We encourage parents to visit school and eat with their children. Visitors may purchase a school breakfast or lunch. Please call the office or send a note one day prior.

Recess: All students are expected to participate in recess unless excused by a teacher, an administrator, or the school nurse. Day-to-day, written requests from parents to excuse their child from recess will usually be honored, but if the requests are frequent or for more than three days in a row, the school may ask for a more permanent excuse from a doctor.

If the temperature feels like 10° or warmer, students will go outside for recess. When recess is outside, ALL students go out. Few exceptions are made. Students who have snowpants and boots may go off the blacktop to play. Students who do not have snowpants and boots will stay on the blacktop, avoiding areas with snow. If a student comes to school without a winter coat, hat, gloves, boots, and snowpants, they will be allowed to call home. If a family needs assistance with getting winter clothing and/or boots for a child, the guidance counselor can help.

Invitations, Treats, and Parties: Invitations for parties may be handed out in school if each student in the classroom is invited. If you send birthday treats, the school's wellness policy requires that purchased, healthy options be served. We ask that you choose something from the "Smart Snack List" (Appendix D). Products with peanuts, peanut butter, or tree nuts are not allowed. We are a peanut/nut aware building due to serious allergies among multiple students.

There will be three school-wide parties and various classroom parties held throughout the year. Each classroom will notify parents of party procedures. All parties, other than those on our regularly scheduled holidays, must be cleared through the principal's office. We request that students not collect money for gifts unless prior approval has been given by the principal.

Current board policies are available at www.scc.k12.ia.us in the Board Policies link in its current adopted form. As of the publication of this handbook, the most recent policy is referenced, but enforcement will follow current board policy.

The delivery of gifts of balloons or flower arrangements or similar items to students at school is not allowed. We prefer these gifts be given at home as they create a disruption.

Posting and Distributing Information: Students or others who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. See the Distribution of Materials policy in Appendix A of this handbook.

Visitors: Parents or other visitors are invited and encouraged to visit school at any time. Pre-school and school-age children may visit only as arranged with the teacher and with prior permission from the principal. All parents and visitors must report to the office, sign in, and acquire a visitor's badge before going to a classroom. One hour is a reasonable amount of time to visit, but the amount of time a person visits is up to the discretion of the classroom teacher and administrator.

Emergency Drills: Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

In the event of an actual emergency, the principal may delay dismissal until the situation is deemed safe. Students will be released to parents in an orderly manner so that all children are accounted for.

Leaving During the School Day: Students who need to leave school during the school day must receive permission from office personnel and have a note signed by the student's parents, have their parents telephone office personnel, or have their parents pick them up. Students who return to class or arrive after the school day has begun must present to office personnel a signed note from their parents or they must be accompanied to the office by their parent for re-admission. Students are not released to anyone other than their parents during the school day unless office personnel have received either a verbal or a signed written verification of what is expected to occur.

Dismissal: All students will be dismissed at 3:30. Students who are walking or riding a bike will leave out the northwest door. They will cross Brower Street at the north crosswalk. Those getting picked up will be dismissed at the front door. All bus students will be dismissed out the northeast door.

Please send a note to the teacher if your child is not riding the bus or is to do something out of the ordinary after school (examples: your child will be picked up by a relative or friend instead

of by you; your child will ride home with a country friend who rides a bus instead of walking home.).

After School Work: If a child is to be kept after school, the teacher will communicate with the parent by telephone or writing in advance. The teacher will remain in the room with the child until such time as the child is dismissed.

SECTION 3:
STUDENT HEALTH

School nurse: The school nurse is at the middle school building every morning and at the elementary building every afternoon. She may be called to a different building if concerns arise. Special health concerns should be called to the nurse's attention since good health is vital to good school work.

Administration of Medication

THE FOLLOWING STANDING PROCEDURES ARE TO BE USED IN OUR SCHOOL HEALTH PROGRAM TO MEET CERTAIN LEGAL RESPONSIBILITIES AND OUR SCHOOL NEEDS.

The South Central Calhoun Elementary School does not supply prescription medications. Only medications brought from home in the original bottle, with a parent and/or doctor's written request will be given at school. IN IOWA, ONLY A PHYSICIAN CAN PRESCRIBE DRUGS.

On a regular basis, over the counter medications are discouraged. Any over the counter medication for minor ailments (such as Tylenol or cough drops) must have the parent's written request, as well as, the reason the medication is to be given. No medication should be kept in the possession of a student. If there is a parent request of over the counter medication, this will be allowed up to 4 days without a doctor's prescription. After that time, the nurse will contact the parent to obtain a written statement from their doctor if the said medication should be continued and the length of time.

1. All medications, regardless of how administered, except for inhalers, epinephrine auto-injectors or other life saving medications prescribed by a physician, must be kept by either the school nurse or office personnel. A student is <u>not</u> to self-administer medication at school.
2. All medications must be brought to school in the prescription container properly labeled for <u>that</u> student and <u>that</u> medication. The pharmacist will, upon request, label a school container for you.
3. The school must have a written parental permission to dispense any medication. Written permission must be on a district individual student medication form.. That form may be picked up at any school office. School personnel may dispense medication for one day only based upon a written, signed note that explains the purpose of the medication and the time the medication is to be given to the student and that gives permission to dispense the medication. After that, permission must be in the proper form.

4. Regarding inhalers, to best serve your student, we also request that students bring a note to the office or nurse at the onset of the first use or at the beginning of each year, when a student will be using an inhaler. This helps us to be sure that teachers have this information in case your asthmatic student has respiratory problems.

5. As essential oils are not FDA approved for OTC sales and use, the district will not allow any essential oils of any kind to be administered to students during the school day. Alternative medications such as, remedies, enzymes, herbs, dietary supplements, homeopathic medicines, essential oils, or medications from other countries will not be administered to students under any circumstances. Similarly, alternative medications will not be atomized throughout the classroom.
6. NO MEDICATION WILL BE GIVEN AT SCHOOL WITHOUT PARENTAL PERMISSION

Over-the-Counter (OTC) Medication Guidelines

- The school nurse may provide over-the-counter (OTC) medications when needed. However, other measures (such as rest, fluids, or non-medication options) will be tried first when appropriate.
- Students may receive up to **10 total doses per school year without a provider's note**. If a student needs OTC medication more often, a note from a healthcare provider will be required.

Illness or injury at school: A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person designated by the parents. When a student becomes sick at school, parents must make arrangements to pick him/her up within an hour of being notified.

While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

If your child has been ill, keep him/her home 24 hours after his/her temperature is normal without fever reducing medication, and at least 12 hours after vomiting and/or diarrhea.

Almost every school has cases of head lice and/or scabies yearly. It is no disgrace to contract head lice or scabies. It becomes a problem, however, if they are not treated. Inform the school of a case of head lice or scabies and treat it. The nurse will then screen other students as needed to prevent it from spreading. The nurse may find it necessary to send students home from school until these conditions can be properly treated.

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

Health Screening: Throughout the year, the school district may sponsor health screening for vision, hearing and dental screenings. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees: The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the guidance counselor and the school nurse as its Level I investigators. Formal complaints should be made to the principal who will initiate procedures for a Level 1 investigation. Investigations that are elevated to Level II status will be handled by local law enforcement.

SECTION 4:
RULES FOR STUDENT CONDUCT AND DISCIPLINE

Expectations for Student Behavior: Discipline at the SCC Elementary School is designed to help students become respectful, responsible, caring citizens. Discipline is also necessary to maintain a civil, safe, and productive learning environment.

Three school-wide expectations have been established for our school. These are (1) respect, (2) responsibility, and (3) ready to learn. Specific rules for all areas of the school have been developed for these expectations. These rules are posted around the building and can be found in Appendix B. In addition, each classroom teacher has developed classroom rules based on the three expectations. These rules are posted in the classrooms. Like any skill, students need to be taught appropriate behavior. All rules will be taught, modeled, and practiced.

When a student's behavior conflicts with school expectations, the student will be corrected in a manner that is positive and instructive. Measures used to correct a student's behavior include, but are not limited to, time in the Reset Room, loss of privileges, isolation, detention, restitution, student conferences, parental conferences, and in-school or out-of-school suspensions.

There are many rules and procedures which are needed for the school to operate efficiently and effectively in creating an atmosphere that is pleasant and desirable both academically and

socially. Many of these rules are found in this handbook, but just because an undesirable behavior is not mentioned specifically here does not mean permission is given to do it. Any conduct contrary to respectful, responsible, and caring standards is not acceptable at school.

Cell Phones and Similar Devices: Because of the well-documented, detrimental effects of excessive technology, particularly social media, on the development of young children, cell phones and other devices with internet capabilities (i.e. smart watches and tablets) will not be allowed at school or on school transportation. If a student has such a device in his/her possession at school or on a bus, it will be confiscated and kept securely in the school office until a parent or adult designee is able to pick it up.

Bus Rules: Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules and regulations. Discipline problems on a bus come under the same jurisdiction and are handled in the same manner as poor conduct in school. Students are responsible to the driver and monitor while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Students who do not follow the rules will be reminded of rules by the driver and/or monitor and will be referred to the principal. A second infraction will result in a warning and a parent contact. A third violation will result in a one-day suspension from the bus on the following school day. Subsequent violations will result in additional days of suspension from the bus and may be referred to the School Board. In situations when the misbehavior is severe and poses a threat to the safety of others, students may be suspended from the bus without a reminder or a warning. This will be at the discretion of the Director of Transportation and/or building principal.

The South Central Calhoun Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to have school personnel of their choice view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

District-Wide Discipline Policies:

Bullying and 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, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and 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: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, 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.

When looking at the totality of the circumstances, 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 student 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 or criminal 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 a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A 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 building principal or designee will be responsible for handling all complaints by

students alleging bullying or harassment. If the investigator is a witness to the incident, the alternate investigator shall investigate. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment. It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
    -- tell a teacher, counselor or principal;
    -- write down exactly what happened, including; and
    o what, when and where it happened and who was involved;
    o exactly what was said or what the harasser did;
    o witnesses to the harassment;
    o what the student said or did, either at the time or later and how the student felt;
    o and how the harasser responded.
    -- keep a copy and give another copy to the investigator.

An individual who believes that the individual has been harassed or bullied must notify the designated investigator, Mrs. McChesney, at 712-297-8621. The alternate investigator is the superintendent, Mr. Anderson, at 712-297-7341. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Prior to the determination of the appropriate remedial action, the principal

may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Dept. of Education requirements.

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

It is believed that illegal, unauthorized or contraband materials may cause disruption to the school environment or present a threat to the health and safety of students, employees, or visitors to the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substance, such as marijuana, cocaine, amphetamines, barbiturates, and apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

Searches, in general: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

(1) eyewitness observations by school personnel;
(2) information received from reliable sources;
(3) suspicious behavior by the student; or
(4) the student's past history and school record.

A search will be reasonable in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

(1) the age of the student;
(2) the sex of the student;
(3) the nature of the infraction; and
(4) the exigency (urgency) requiring the search without delay.

A student's person and/or personal affects (e.g. purse, book bag, etc.) may be searched when a school official has reasonable suspicion to believe that the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, affecting school order

or the law. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present, when feasible.

A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may be conducted only in private by a school official of the same sex, with another adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Strip searches, body cavity searches, or the use of drug-sniffing animals to search a student's body are not permitted under Iowa statute.

Locker Inspections and Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation or that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.

Any contraband discovered during inspections or searches shall be confiscated by school officials and may be turned over to law enforcement officials. The discovery of contraband will result in parental notification, disciplinary action, and possible counseling, medical, and/or law enforcement referrals.

Illegal Items Found in School or in Student's Possession:
Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, the student will be reported to law enforcement officials, and the student will be subject to

disciplinary action including suspension and expulsion. A student who brings a firearm on school grounds will be expelled for not less than twelve months.

Electronic Devices

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving messages are banned from use for any purpose in locker rooms and restrooms at all times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator of the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 540 plan.

Disciplinary Actions

Detention: A detention is a time when, because of misconduct, the student's presence is required during non-school hours. Teachers may issue detentions for disciplinary reasons or for school work not completed. Any teacher or adult staff member in the building has the authority to correct misconduct at any time. It is therefore possible that a teacher may assign detention to a student who is not in that teacher's class. Detentions may be assigned by the principal for violation of school rules and procedures.

Detention periods are normally thirty minutes long. The teacher or administrator assigning the detention will determine where the detention will be served and the starting and stopping times of the detention. Detentions will be served within two school days of the time the detention was assigned. Students are to have study materials with them when they serve detentions. It is the student's responsibility to notify the parents of the detention, and the student may be expected to do so immediately by telephone. Normally, the staff member assigning the detention will also notify the parents by telephone or letter. A student who fails to report for a detention as assigned, without first getting permission from the responsible staff member to change the time or place of the detention, may have the detention time lengthened or may be suspended for noncompliance.

The school will not provide the student with transportation home after a detention. The student must make arrangements for transportation.

Suspension: When a student's misconduct is so serious in nature that it is deemed the student should be removed from the school setting for a period of time to think about and adjust his/her behavior, a suspension will be issued to the student. These suspensions will be of two types: in-school and out-of-school. A student assigned a suspension will be given credit for work that can be handed in, corrected, and graded but will not get credit for activities that took place in the classroom during the suspension. If a teacher's grading system includes a student participation factor, a student's grade may be lower because of absence from the classroom. During a suspension, a student is not allowed to be present at any school sponsored activity without specific permission from the administration. A student who has received a number of suspensions may have to appear before the Board of Education for consideration of possible expulsion for misconduct.

In-school suspension: Reasons for being assigned an in-school suspension include, but are not limited to:

1. failure to report for detention periods as assigned;
2. repeated misbehavior in school or at school activities;
3. use of verbal or written profanity;
4. disrespect for other students, for school personnel, or the property of others;
5. truancy;
6. defiance of authority.

When a student is assigned an in-school suspension, work will be assigned by each teacher on the student's schedule. The student must work on school-related work and will not be allowed to sleep, play cards, listen to music, or the like. The student must remain in the suspension area without talking to others and will eat separately from the rest of the student body.

Out-of-school suspensions: Out-of-school suspensions may be made when the nature of the misconduct warrants the removal of the student from the school setting. Reasons for this type of suspension include, but are not limited to:

1. smoking, drinking, or engaged in other illegal activity on school property or at activity
2. verbal or physical abuse directed toward a staff member, on or off school grounds
3. fighting with or harassing another student
4. vandalism to or destruction of property belonging to the school, a staff member (on/off school grounds), or another student
5. stealing of school, a staff member's, or another student's property
6. repeated in-school suspensions for the same offense.

SECTION 5:
ACADEMIC PROGRAMS

Teacher Qualifications: Parents/guardians in the SCC School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the

grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program. This information may be requested from the Office of the Superintendent at 712-297-8341.

Grade Report: Students receive progress reports in the form of report cards at the end of each quarter and semester. Reports cards are based on content standards and are designed to indicate whether or not students have mastered essential skills and concepts.

Homework: Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time.

Standardized Tests: Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Third graders are given the state tests in April. Other school-wide assessments are also given throughout the year, and parents are informed of their child's results.

Reading Assessments: A valid, state-approved screening assessments will be administered to all TK-3rd grade students three times per year. In compliance with House File 2618, parents will be notified after each screening period if their child does not score at or above the established benchmark for his/her grade-level. A plan for improving the child's reading performance will also be included with the notification. If a child does not read at grade-level benchmark, parents have the right to submit a written request to the principal that their child not be promoted to the next grade level, and the district will be required to retain that child.

Inspection of Educational Materials: Parents and other members of the school district community may view the instructional materials used by students. The review will take place in the school office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal.

Parent-Teacher Conferences: Parent-Teacher conferences for all grade students will be held twice during the school year (fall/spring). Written notices will be sent home with your child. For the best results, only the teacher and parents should be present. Please make every effort to cooperate with the teacher in setting up and attending these conferences

There may be times when you feel you would like a conference other than the scheduled one. Please feel free to contact your child's teacher and set up a conference any time. The teacher will do the same if the teacher feels one is needed.

Computer Usage: The computers at school are networked to each other, and it is possible to gain access to the internet through the network. Students may have access to the internet as long as they follow policies and rules about how to use it. Students will be informed of the school's internet acceptable use policy during the school year. The policy may change at any time as technology changes and as what is appropriate and inappropriate for school use becomes apparent. The current policy is found in Appendix C.

Students will have access to the internet only under the supervision of a teacher or staff member. School access to the internet is for research papers and projects but are discouraged from "surfing the net." Elementary students will not have an email address and should not expect to send or receive e-mail messages at school. Student use of "chat rooms" is prohibited. Students will not use computers without adult supervision and will get assistance from an adult before sending anything to the printers at school

Physical Education: P.E. is required. Students who are incapable of participating must secure a written notice form a physician excusing them. Students may be excused from P.E. for one or two days due to short-term illness if their parents write a note asking for them to be excused. Students who need to be excused for longer periods of time must provide a written note from a doctor.

SECTION 6:
STUDENT ACTIVITIES

Attendance Requirement: Students must be in attendance at school all day the day of an event if they intend to participate in school-sponsored, outside-of-school-time events. Examples of such events include music programs and classroom displays. Only in extraordinary circumstances may this rule be waived by the principal.

Assemblies: Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is lost.

Field Trips: In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Prior to attending a field trip, students must return a note signed by the student's parents.

While on field trips, students are guests of the sites being visited and are considered ambassadors and representatives of the school district. They must treat employees, chaperones and guides with respect and courtesy.

Courtesy at Performances: We share the responsibility with you to teach our students appropriate behavior at activities. The administration would like to encourage parents to attend these events with their children and to keep their children together in a family unit. Students should:

1. Be respectful and quiet during the national anthem.
2. Watch the game/performance and support the teams/performers.
4. Be respectful and courteous to others.
5. Demonstrate good sportsmanship/audience behavior.
6. During a concert or a play, not leave or come into the performance area while a performance is underway.
7. Be a positive credit to families, school and community.

Examples of inappropriate behaviors are: playing football, wrestling, fighting or arguing, or running about the playing fields, bleachers, or the commons area. Offenders will be asked to sit with parents or to leave the event.

APPENDIX A
DISTRIBUTION OF MATERIALS REGULATION

Distribution by classroom teachers:

Support organizations include PTO, Athletic Boosters, Fine Arts Boosters, public libraries, 4-H clubs, Boy/Girl Scouts, and other non-profit groups that provide activities and services specifically for students.. and RC City Recreation Programs. They may request classroom teachers to distribute materials according to the following process.

(1) The material shall be submitted to the principal for approval (at least 24 hours prior).
(2) The organization shall be responsible for making copies and for counting/sorting them by teacher.
(3) The materials will be delivered to the office prior to 8:30 on the morning of distribution.
(4) Teachers will distribute the materials consistent with their classroom procedures.

Distribution by individuals and/or organizations:

Anyone other than a representative of a support organization may request to distribute materials according to the following process:

(1) A copy of the material along with the following information will be submitted to the principal at least 24 hours prior to distribution:
name and phone number of person submitting request
dates of distribution
grades for distribution
(2) The principal will render a decision within 24 hours. The criteria used is established by Board policy and is available upon request.
(3) Upon approval, the materials may be distributed in the following time, place, and manner between 3:00-3:20 pm:
in the main entryway (west entrance) and north door
by the individual or representative of the organization making the request
to interested students only
(4) The school will not make copies or assist in distribution of materials.
(5) The superintendent will be notified by the principal of the content of the material distributed.

The procedures for distribution of non-curricular materials to elementary students have been developed in accordance with Board of Education Policy.

APPENDIX B
SCHOOL-WIDE BEHAVIORAL EXPECTATIONS AND RULES

LOCATION/TIME	RESPECTFUL	RESPONSIBLE	READY TO LEARN
Arrival times (breakfast eaters to cafeteria, others outside or to the gym)	> I will listen to all adults. > I will use a level 2 voice. When the bell rings, I will use a level 0 voice. > I will leave other people's things alone. > I will keep my hands, feet, and belongings to myself. > I will use good manners. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will sit on my bottom in my assigned place. > I will eat without delaying. > I will clean my area when done eating.	> When the bell rings, I will go to class in a safe and orderly way.
Hallways	> I will use a level 1 voice and greet others appropriately. > I will keep my feet, hands, and belongings to myself. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will walk in a straight line on the right side of the hallway. > I will go straight to where I need to go. > I will keep the hallways neat and clear.	> I will take everything I need, and only what I need, when moving from place to place.
Restroom	> I will use a level 1 voice if needed. > I will honor the privacy of others. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will use the toilet and flush. > I will wash my hands and turn off water. > I will put garbage in trash. > I will tell a teacher if I find or accidentally make a mess.	> I will choose a good time to go to the restroom so I don't miss class if possible. > I will get my job done and get back to class as quickly as possible.
Recess	> I will listen to adults. > I will keep my hands and feet to myself. > I will share equipment. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will use equipment correctly. > I will ask my teacher for permission to take things to recess. > I will ask someone on duty if I need to go back inside or leave the gym. > I will put away what I get out.	> I will get physical exercise to help my brain be ready to learn. >When the bell rings, I will stop whatI I'm doing and get back to class quickly.

Current board policies are available at www.scc.k12.ia.us in the Board Policies link in its current adopted form. As of the publication of this handbook, the most recent policy is referenced, but enforcement will follow current board policy.

Lunch	> I will respect my neighbor's personal space in line and at the table. > I will use a level 2 voice and will say "please" and "thank-you." > I will keep my hands, feet, and tray to myself in the line and at the table. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will sit on my bottom in my assigned space. > I will clean up after myself.	> I will eat a healthy lunch to help my brain be ready to learn. > I will eat without delaying so I can be ready for class on time.
Office	> I will wait patiently in front of the counter to be helped. > I will use a level 2 voice. > I will keep my hands, feet, and belongings to myself. > I will use good manners.	> I will take notes and lunch money to the office before school starts.	. > I will ask my teacher's permission to go to the office. > I will do what I need to do and get back to class.
Dismissal	> I will use a level 2 voice. > I will keep my hands, feet, and belongings to myself. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will use the correct door to leave the building. > I will stand patiently in line while waiting for my ride. > I will cross the street at the crosswalk or with an adult.	> I will take home everything I need.
Bus	> I will listen to the driver. > I will use a level 2 voice. > I will leave other people's things alone. > I will keep my hands, feet, and belongings to myself. > I know that harassing, taunting, teasing, mocking others, and using profanity are not acceptable. > If someone is bothered by what I am doing, I will stop.	> I will take care of my things. > I will sit on my bottom in my assigned seat. > I will keep the bus clean and safe. > I will not eat, drink, or chew gum on the bus.	> I will enter and exit the bus in a safe and orderly way.

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APPENDIX C
Information Sharing- Inter Agency Agreements
Iowa Code 280.25

1. The board of directors of each public school and the authorities in charge of each accredited nonpublic school shall adopt a policy and the superintendent of each public school shall adopt rules which provide that the school district or school may share information contained within a student's permanent record pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system. These agencies include, but are not limited to, juvenile court services, the department of human services, and local law enforcement authorities. The disclosure of information shall be directly related to the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are being released.
2. The purpose of the agreement shall be to reduce juvenile crime by promoting cooperation and collaboration and the sharing of appropriate information among the parties in a joint effort to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.
3. Information shared under the agreement shall be used solely for determining the programs and services appropriate to the needs of the juvenile or the juvenile's family, or coordinating the delivery of programs and services to the juvenile or the juvenile's family.
4. Information shared by the school district or school under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
5. Information shared by another party to the agreement with a school district or school pursuant to an interagency agreement shall not be used as a basis for a school disciplinary action against a student.
6. The interagency agreement shall provide, and each signatory agency to the agreement shall certify in the agreement, that confidential information shared among the parties to the agreement shall remain confidential and shall not be shared with any other person, school, school district, or agency, unless otherwise provided by law.
7. Juvenile court social records may be disclosed in accordance with section 232.147, subsection 6.
8. A school or school district entering into an interagency agreement under this section shall adopt a policy implementing the provisions of the interagency agreement. The policy shall include, but not be limited to, the provisions of the interagency agreement and the procedures to be used by the school or school district to share information from the student's permanent record with participating agencies. The policy shall be published in the student handbook.

APPENDIX D
Smart Snack List

plain water, no carbonation, any size	
unflavored milk	8 oz
flavored fat-free milk	8 oz
100% juice, no carbonation or added sweeteners	8 oz
100% vegetable juice, no carbonation or added sweeteners	8 oz
applesauce cups	
cereal bars	
granola bars	
Nutri Grain bars	
beef sticks	.75 oz
beef jerky	.85 oz
cheese cubs	1 oz
string cheese	1 oz
oatmeal bites	1.24 oz
baked chips	1 oz
whole grain Cheezit	.75 oz
Goldfish	.75 oz
Teddy Grahams	1 oz
100 calorie snacks	
100% juice fruit snacks	1.55-1.6 oz
fruit cups	4 oz
pretzels Goldfish	.75 oz
fat free pudding cups	3.5 oz
raisins	1.3 oz
Rice Krispie treat	1.41-1.59 oz
Chex Mix	1.03 oz
ice cream and novelty cups	4 oz
(bomb pops, strawberry crunch bars, ice cream sandwiches, sherbet)	
popcorn (kettle or white lite)	1 oz
whole grain Pop tarts	1.76 oz
pretzel rods or sticks	2 oz
greek yogurt	16.9 oz

APPENDIX E

Iowa Law/School Expectations for Literacy Proficiency

Our school closely monitors reading development in the early grades to make sure every child gets the support they need to become a confident reader.

Reading Assessments

- All students in kindergarten through grade 3 are assessed at the beginning of each school year to check reading skills or reading readiness.
- Students are reassessed throughout the year using school or state reading assessments.
- These assessments help teachers understand each child's strengths and areas where extra help may be needed.

Extra Reading Support

- If a student is not yet reading at grade level and continues to struggle over time, the school will provide additional, targeted reading instruction.
- This extra support may continue beyond grade 3, if needed, until the student consistently demonstrates grade-level reading skills.
- Support is based on science-based reading instruction and progress is monitored regularly.

When Parents Are Notified

- Parents or guardians will be notified in writing if their child in kindergarten through grade 3 is identified as needing extra reading support.

- The notification will include:
    - The reading services your child is currently receiving
    - Any additional supports the school plans to provide
    - Ways families can help at home, including guided reading strategies
    - Ongoing updates about your child's reading progress

Personalized Reading Plans

- Students in kindergarten through grade 6 who are not reading at grade level will have a personalized reading plan.
- This plan outlines specific goals, supports, and progress monitoring to help the student improve.

Parent Role & Partnership

- Families are an important part of a child's reading success.\
- Parents may be asked to support regular home reading as part of their child's reading plan.
- The school will keep families informed and work together to support growth.

Grade Placement Decisions

- Parents will be informed if their child in kindergarten through grade 6 is not reading at grade level.
- Parents have the option to request that their child remain in the current grade for the following school year if they believe it is in their child's best interest.

Ongoing Improvement

- Schools regularly review reading data and attendance patterns to improve instruction.
- Teachers receive ongoing training in evidence-based reading practices to better meet students' needs.

Our Commitment

Our goal is to ensure that all students become strong readers as early as possible. We are committed to working closely with families to provide timely support, clear communication, and effective instruction.

Current board policies are available at www.scc.k12.ia.us in the Board Policies link in its current adopted form. As of the publication of this handbook, the most recent policy is referenced, but enforcement will follow current board policy.