

Student/Parent Handbook

# ELEMENTARY



206 E. Indian Street  
Cherokee IA 51012  
(712) 225-6760

# Cherokee Elementary School Student/Parent Handbook

## ATTENDANCE

Regular and punctual attendance is essential for the optimum growth and development of students. The Iowa Compulsory Attendance law supports the claim. If your student is sick, please keep your child at home, as they will not be able to do their work properly and can also spread their sickness to others in the school. If your student is absent from school for any reason, please call the school office by 9:00 a.m. to inform us of the absence. If we do not receive a call from you, an official of the school will call you. This is a safety factor that will help ensure the well-being of our students.

A student who arrives at the CES classroom after 8:05 a.m. is considered tardy. A student who arrives at school after 10:00 a.m. is considered absent for one-half day. A student who leaves school before 10:00 a.m. is considered absent for the entire day. A student who leaves before 2:00 p.m. is considered absent for one-half day.

In the event a student cannot make school, the absence would fall under one of the following categories:

Excused absences occur due to an event the student has little or no control over. Examples could include illness, death in the family, and doctor appointments that cannot be scheduled outside the school day. Any absence over three consecutive school days or the fifth excused absence in a semester will need to be verified through a doctor's note, or the school nurse, to be excused. Student notes will need to indicate that they were seen by their healthcare provider on the day of the absence and that they have determined that the student is too ill to attend school that day. Without such verification, the absence will be deemed as unexcused. Students will have 2 days to notify the office as to the purpose of the absence before it becomes an unexcused absence.

Unexcused absences are those times when a student chooses to do something that falls within the school day that could be scheduled at another time. Examples include haircuts, shopping, working outside the family, senior pictures, and oversleeping. There are some absences that, though excused, are not approved by the school, due to the disruption of the educational process. These categories would include working at home and family vacations. Parents will be notified by mail expressing the concern about the number of unexcused absences.

The following steps will be taken for unexcused absences:

- Level 1: When a student has 3 unexcused absences in a semester, the student will be referred to the Principal and or the School Resource Officer and the Parents / Guardian will be notified.
- Level 2: When a student has 4 unexcused absences in a semester, a meeting will be scheduled with the Student, Parent / Guardian, School Resource Officer, AEA (if appropriate), and School Officials. Expectations will be defined and outlined for the Student, Parents / Guardian and school officials to assist the student with attendance and academic goals. If expectations have not been met, it will proceed to Level 3.
- Level 3: When the student has 5 unexcused absences in a semester, the Student, Parent / Guardian, Liaison Officer, AEA (if appropriate) and School Officials will meet with the County Attorney if necessary.

By state statute, the ultimate decision whether an absence is excused or unexcused is given to the school district.

## **GENERAL EXPECTATIONS FOR BEHAVIOR**

Our goal is to provide a positive environment that is conducive to learning. The general expectations for our students are to be safe, be respectful and be responsible. The Cherokee elementary staff will teach these expectations in a way that helps students understand these are not just rules for school, but rules for life.

All staff members and students will be expected to behave with respect towards others without inappropriate attitudes and actions. Cherokee Elementary staff will teach, reteach, model, and supervise students helping them to understand the expectations as well as the issues of respect, harassment, and bullying. Cherokee Elementary students are expected to:

- Be Your Best
- Stay Safe
- Show Respect
- Take Responsibility

The PBIS (Positive Behavioral Intervention and Supports) framework will be used at the Cherokee Elementary School to support appropriate student behaviors. PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, lunchrooms, and restrooms). A Behavior Incident Report will be filled out by the student and a copy will be sent home to the parent to sign and return. Through this, parents will be notified of the student behavior and consequences.

To be successful in the classroom, each individual must be able to function within the disciplinary parameters set up by the PBIS (Positive Behavioral Intervention and Supports) framework. Students must realize that they are the only ones who can change their behavior and thus, must accept the responsibility and consequences when the behavior is inappropriate. The cornerstone of successful interaction in a group situation is to treat all with respect and, in turn, be treated with respect by all.

In the event that a student needs to be removed from class despite teachers' warnings and other disciplinary measures, the following steps will be administered.

**Step 1-** The student is sent to the office. The teacher notifies the office immediately that the student has been asked to leave the class and is coming to the office. The teacher then fills out documentation. The building administrator or designee will address the problem. The student will be responsible for any work missed.

**Step -2** At the discretion of the school staff, if a student is removed from class a second time due to a behavioral problem, the administrator will assign the student a consequence which, up to and including the possibility of an in-school suspension from the classroom. In the case of an assigned suspension, the student will not return to class until the administrator or designee notifies the parents and they arrange a meeting with student, parent, and teacher to solve the behavior issue.

### CES BEHAVIOR MATRIX

Description	1st Offense	2nd Offense	3rd Offense
Possession of Tobacco. E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid Products or Alcohol	Up To 2 Days ISS  Police notified	Up To 2 Days OSS  Police notified	Principal's Discretion  Superintendent Referral  Police notified
Use of Tobacco. E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid Products or Alcohol	Up To 2 Days OSS  Police notified	Up To 4 Days OSS  Police notified	Principal's Discretion  Superintendent Referral  Police notified
Possession of Weapons	OSS  Refer to Superintendent  Police notified	OSS  Refer to Superintendent  Police notified	Principal's Discretion  Superintendent Referral  Police notified
Acts of Terrorism	Up To 5 Days OSS  Psychological Evaluation Before Returning	Up To 10 Days OSS  Expulsion or Possible Alternative Setting	Expulsion
Vandalism or Theft	Up To 3 Days ISS  Repair/Replace Police notified	Up To 2 Days OSS  Repair/Replace Police notified	Refer to Superintendent
Assault/Act of Violence Simple Assault Student to Student	Up To 4 Days OSS  Up To 2 Days OSS	Up To 8 Days OSS  Up To 4 Days OSS	Refer to Superintendent
Language	Office Referral	Parent Meeting prior to returning to class	Principal's Discretion
Defiance	Office Referral	Parent Meeting prior to returning to class	Principal's Discretion

Assault toward Staff Member	Refer to Superintendent Police notified	Refer to Superintendent Police notified	Refer to Superintendent Police notified
Harassment or Threats Towards Students	Up To 3 Days ISS	Up To 2 Days OSS	Principal's Discretion
Threats Toward Faculty or Staff	Up To 4 Days OSS	Up To 8 Days OSS	Refer to Superintendent
Use of Camera/Camera Phone in an inappropriate location or for inappropriate pictures	OSS Refer to Superintendent Police notified	OSS Refer to Superintendent Police notified	OSS Refer to Superintendent Police notified
Inappropriate Use of the Internet	Verbal Warning (Depending on Violation)	Placed on a severe restricted list	Laptop confiscated
Dress Code	Change clothes and a warning Parents notified	Change clothes Parents notified Principal's discretion	Change clothes Parents notified Principal's discretion
At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.			

### **PLAYGROUND Expectations**

1. Tackle football is not permitted on the playground. No other games that involve rough play or inappropriate physical contact will be permitted.
2. Students must ask permission of the playground supervisor in order to come back into the building during recess.
3. There is no climbing on fences or trees. Students need to play away from parking lots and other non-school buildings.
4. Students should use playground equipment as it was intended. Inappropriate use is not allowed.
5. Bicycles must be walked on school property and parked in the bicycle rack upon arrival and not be moved until school is dismissed.
6. No skateboard, roller skates, "Heelys", or cell phones will be allowed on the playground during school hours.
7. Boots and snow pants are required to play off the blacktop during snowy conditions.
8. Appropriate Clothing Expectations:

- a. 40 Degrees or Below: Students will need to wear a winter coat, hat and gloves, and snowpants are recommended
- b. 41 Degrees-50 Degrees: Students will need to wear a coat, hat, and have their legs covered
- c. 50 Degrees to 60 Degrees: students will need to wear a jacket or sweatshirt and have their legs covered
- d. Above 60 Degrees: Students can choose what they wear outside.

### **BICYCLES, SKATEBOARDS, ROLLER SKATES**

Riding a bicycle to school can be a convenience or a hazard depending on the student who is riding the bike. Students who ride a bicycle to school should have their parent's permission and will be required to obey the school rules for riding such. The following guidelines have been established:

- Your child will be requested to observe traffic rules while riding the bike to school.
- Each child will be required to park the bike in the racks provided as soon as the child arrives at school. They will not be allowed to ride the bike on school property during school hours.
- The school will not assume responsibility for damages to bicycles while it is at school.
- Skate boards and/or roller skates will not be allowed before, during, or after school hours on school property.

### **BULLYING/HARASSMENT**

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, 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, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon, 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 is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to

appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

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

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

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

### **ANTI-BULLYING/HARASSMENT POLICY**

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

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

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. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Bullying/Harassment is described as the following:

- Behaviors/overt acts and or circumstance, 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, achievement, property, etc. that have the purpose of causing injury, discomfort, fear or suffering.
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim

## **BUS**

Riding the school bus is a privilege extended to students by the school district. The rules of the bus are posted in the front of each bus. To ensure the safety of the students, proper bus behavior and rules must be observed by all riders. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period of time.



**Rules to ride bus:**

- Observe the same conduct as in the classroom.
- Be courteous, no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean, throw all trash in the can at your bus stop.
- No Vaping or Smoking
- Do not be destructive to seats.
- Cooperate with the bus driver.
- Stay in your seat at all times.
- If a seat belt is available, you must wear it.
- Keep head, hands, and feet inside the bus at all times.
- Do not open windows without permission.
- Bus drivers are authorized to assign seats.

**Students who misbehave on the bus are subject to the following:**

Step 1: Driver verbally warns student, report mailed to parents.

Step 2: Driver, transportation director and principal confer with student, report mailed to parents.

Step 3: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension of up to 3 days.

Step 4: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension of up to 2 weeks.

Step 5: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension for up to the remainder of the school year

**Bus conduct violations of violence are up to the discretion of the transportation director and principal.**

### **CELL PHONES**

Cell phones are not to be turned on inside the building or on the playground. A student is not allowed to make calls on his/her phone during the school day without prior permission from the office. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (including school vehicles), or at school activities, without the consent of a teacher, coach, or school administrator. **Non Picture Phones:** The first time a student's cell phone is seen, it will be confiscated, and the student will be able to retrieve it at the end of the day from the building principal. If there is a second offense, the cell phone will only be given to the student's parent/guardian. **Picture Phones:** Any time a student is seen with a picture phone, it will be confiscated. The student's parents will have to come to school to pick it up. Together the building principal and the parent will review the contents of the picture files in order to determine if other school rules have been broken.

### **DRESS**

Students are expected to dress appropriately, professionally and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable. These apply at school, extra curricular activities, and away events where you are representing Cherokee.

- Shoes are to be worn at all times. Shoes or boots that leave black rubber marks on floor or walls are prohibited.
- Any article of clothing that is obscene or which contains profane or sexually suggestive language/graphics/pictures is unsuitable attire.
- Any article of clothing which promotes drugs or alcohol is considered improper.
- Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
- Hats, caps, hoods, do-rags and bandanas are not to be worn in school. Scarves are not to be worn on the head unless worn for religious purposes etc.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing which is excessively revealing or disruptive is considered improper. Spaghetti straps, midriff tops, muscle shirts, short shorts, and tops that reveal excessive cleavage are not permitted. Overalls worn without a shirt are not permitted. Undergarments should not be visible.
- Coats will not be worn in the classrooms. Blankets will not be allowed during the school day.
- Sunglasses will not be permitted during the school day.

If clothing is deemed inappropriate for school, the student will be asked to change his/her clothes and will be given a warning not to wear inappropriate clothing again. If a second violation occurs, consequences may occur and parents may be notified. If he/she chooses to continue to wear inappropriate clothing, there may be additional consequences.

## **DRILLS**

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. For all drills, students who require extra assistance will be assigned an adult assistant.

## **EQUAL EDUCATIONAL OPPORTUNITY**

Pursuant to Policy 102, the board will not discriminate in its educational activities on the basis of, 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.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. Coordinator: Kim Lingenfelter 712-225-6767 email: [klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us)

## **EXTRACURRICULAR ACTIVITIES**

Elementary students are encouraged to attend junior high and high school athletic and fine arts activities. It is expected that students attend events to watch. Parental supervision is expected.

## **FIELD TRIPS AND ACTIVITIES**

Students at each grade level will have the opportunity to participate in in-district field trips and activities. Field trips are planned that enhance the classroom curriculum and learning activities.

Parents will approve student travel on school field trips during online registration. Students who have not shown responsible behavior and/or not showing responsibility toward assignment completion may be asked not to participate. Teachers will notify both parent and student if the expectations for behavior and or assignment completion are not being met. Students will be given a substantial amount of time to show assignment completion and/or a change in behavior before they are not allowed to participate in field trips or activities.

At times, parents may be invited to participate in field trips with the students. Parent participation may be limited due to transportation capacity. Parents may be responsible for admission costs if they attend the field trip with the students.

For field trips in which the students will be gone over lunch, parents will be given the option to provide a sack lunch for their student or for the student to receive a sack lunch provided by the school lunch program. If a sack lunch is requested from the school lunch program, the student's lunch account will be charged for the lunch.

#### **HOMELESS CHILDREN AND YOUTH**

Pursuant to Policy 501.16, the board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities is Thomas Ryherd (225-6755; tryherd@ccsd.k12.ia.us)

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

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

**School Records:** For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

**Immunization Requirements:** Homeless students shall not be denied enrollment for lack of immunization records if:

- They have a statement signed by a physician stating that immunization would be injurious to the child;
- They provide an affidavit stating such immunization would conflict with their religious beliefs;
- They are in the process of being immunized; or
- They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

**Waiver of Fees and Charges:** Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the superintendent.

**Enrollment Requirements/Placement:** Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.

**Transportation:** Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.

**Special Services:** All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

## HOURS

During normal operation, the school day begins at 8:05 a.m. and ends at 3:20 p.m. Students who arrive at school between 7:45 and 8:00 can either go into the school and eat breakfast or play on the supervised/designated areas of the playground. Town parents are asked to see that their children do not arrive at the school grounds until 7:45 in the morning when supervision is available on the playground.

Students will be dismissed to go to their lockers/classrooms at 8:00 so they are ready to begin classes at 8:05.

Students that arrive after 8:05 need to check in at the office before going to their classroom.

If children are going home in a different manner than their regular routine, a note **MUST** be sent or a phone call must be received at the office. It is more likely that phone messages received before 2:30 p.m. will get to the students. After 3:00 p.m. staff members are in the process of dismissing students – making bus lines, supervising students and monitoring hallways and are not always able to hear messages called into their classroom. Every attempt to ensure that children arrive safely to and from school is made. If for some reason we do not hear from parents, we will go by what your child normally does at the end of the day.

The school playgrounds are not supervised after school. Your child will be requested to leave the playground immediately after school is dismissed.

## JMC

JMC is an online system that provides parents with access to student grades (3<sup>rd</sup>-4<sup>th</sup>), attendance, lunch account, etc. at any time. Parents will need a username and password to access the system. Information is provided at registration. If you have questions, please call the elementary office. JMC can be accessed through the school website, under the “Parent Info” tab at the top of the page.

## LEVEL I INVESTIGATORS

The Cherokee Community School’s Level I Investigators responsible for investigating the abuse of students by employees are Brian Christiansen and Kimberly Lingenfelter. [bchristiansen@ccsd.k12.ia.us](mailto:bchristiansen@ccsd.k12.ia.us) or [klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us), 712-225-6767

## LEVEL II INVESTIGATORS

The Cherokee Community School’s Level II Investigators responsible for investigating the abuse of students by employees are Ashley Brady (225-6755; [abrady@ccsd.k12.ia.us](mailto:abrady@ccsd.k12.ia.us)), Cherokee Sheriff Department, and Cherokee Police Department.

## LUNCH AND BREAKFAST PROGRAM

Cherokee Community Schools operate a cafeteria, which offers students hot, nutritious lunches each day at school. Breakfast is also available to students in the cafeteria each day. Breakfast is served from 7:40 until 8:05. The free and reduced price lunch program applies to the breakfast program also. When there is a late start, breakfast will not be served. Money to be used for meals is placed in each student’s computerized account. As money runs out, students are given a notice to replenish the account. The price of lunch and breakfast will be set by *the Cherokee Board of Education* according to the price of food items and may change from year to year. Federal assistance is available for income-qualifying families. Applications for free and reduced price lunch programs need to be filled out each and every year. These forms do not carry over from one school year to the next. These forms will be provided at the time of registration in August.

We encourage all students to purchase the hot lunch. Parents who opt to pack a student’s lunch are cautioned to pack only those foods that do not spoil easily. We discourage soft drinks and other carbonated beverages in the cafeteria. Students who bring their lunches from home may purchase milk in the cafeteria. Students with cold lunches will sit separately from hot lunch due to potential for exposure to peanut products.

## LUNCH POLICY

Lunch accounts need to be kept current. A family lunch account with a negative balance of \$20.00 or more, will be offered an alternative lunch in place of a regular lunch. If there are any questions about your lunch account, you may contact the Food Service Director, Cara Jacobson at 225-6765, or any building secretary. Families will also receive notices from the school when an account is negative.

No students will be allowed to purchase ala carte items unless there is a positive lunch balance.

## PERSONAL ITEMS/LOST AND FOUND

Students are discouraged from bringing toys, trading cards, athletic items, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. Cherokee Community Schools are not responsible for lost or stolen items. Pets may only be brought to school with the consent of the principal or classroom teacher and must be brought by an adult. No pets are allowed on school buses.

### **SCHOOL PARTIES**

We have three main parties each school year. They are a Fall, Winter, and Spring party. We consider school parties to be an enrichment type activity. If you don't want your child to participate in these events, please notify the building principal or your child's teacher and suitable arrangements will be made to exclude them.

### **SNACKS AND BIRTHDAY TREATS**

All snacks brought to school must be purchased and prepackaged. Please do not send any homemade snacks or birthday treats with your child. For ease of serving snacks, please ensure that snacks are easily distributed and include any plates, napkins, or silverware as needed to enjoy the food item.

### **SNOW AND EMERGENCY VACATIONS**

Occasionally it is necessary to call off school because of extreme weather conditions or other emergencies. If this situation occurs, you will be notified of the school closing with announcements made over the radio station KCHE FM 92.1 (Cherokee) as soon as the decision to close school has been made. Parent Link will send out voice messages and text messages regarding late starts, early outs, and cancellations. School staff will also use the school website and Facebook page to post weather related announcements.

### **STUDENT RECORDS ACCESS**

The Cherokee School Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The high school main office and counselors shall maintain student records.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. If a student is a dependent as defined by the IRS, the parents may be provided access without the written permission of the student. A representative of the parents or eligible students may be denied access to a student's record if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to

access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

### **STUDENT DIRECTORY INFORMATION**

Directory information is gathered with the intent of it being used for district purposes. There are times when this data is requested from an outside source. This data includes name, address, telephone number, date and place of birth, e-mail address, grade, enrollment status, participation in school activities, weight and height of members of athletic teams, degrees and awards received, dates of attendance, photographs and other likenesses, the most recent educational agency or institution attended by the student, and other similar information.

A parent or any student over eighteen years old can request that this information not be shared. Contact the high school office for the appropriate form to be signed and returned. Policy reference 506.2

### **STUDENT PARTIES**

The teachers would appreciate it if you would not send birthday invitations to be handed out at school. Many children are not included and it makes for hard feelings and disrupts the learning environment. Invitations will not be distributed at school if they are not inclusive of all students (or all boys/all girls) in the class.

### **SCHOOL PROPERTY**

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for school property that is intentionally broken, lost, or stolen.

### **TARDINESS**

Being at school on time is an important responsibility of both students and parents. The definitions of an excused or unexcused tardy follow the definitions of an excused or unexcused absence.

A student will be allowed three (3) unexcused tardies for each quarter. Parents will be notified when their child has received two and three unexcused tardies. A fourth unexcused tardy will result in a meeting to include the parent, student, principal, and other appropriate personnel.

All students arriving late for school need to be checked in at the office by their parent or guardian before going to the classroom.

As mentioned previously, students must be in their classroom by 8:05 a.m. or they will be considered tardy.

### **TESTING PROGRAM**

The Testing Program used at Cherokee Elementary is quite comprehensive in scope. We give a variety of these tests in an attempt to evaluate student progress and the results of the curriculum that we use. The tests used and the grades in which we use them are as follows:

- Iowa Assessments – for Second through Eighth Grade will be given every year. This will help determine a student's achievement in basic learning skills and consideration for placement in Title I Programs and special education.
- FAST – Formative Assessment System For Teachers. This is Iowa's reading screening process. They will be given to TK through Sixth Grade students.
- Basic reading tests and assessments – will help determine a student's growth in reading. (These assessments will be given at the end of each book or reading level, depending on grade level.)
- Reading probes and other diagnostic tests – will be given to Kindergarten through Fourth Grade, to assist with placement of students at their proper reading level.
- Observation Survey – will be given to all first graders in the fall to determine students' emerging reading and writing behaviors as well as placement in Reading Recovery. The Survey incorporates six literacy tasks: letter identification, word test, concepts about print, writing vocabulary, hearing and recording sounds, and text reading.

### **VISITORS**

For the safety and security of guests and students, our doors will be locked during the school day and visitors will be required to ring the doorbell at the front door (on the north side of the building) and be buzzed in. Visitors still need to report directly to the office and get a visitors' pass to wear while in the building. There should be no visitors, including parents, in the hallways at any time without a visitors' badge. All visitors will be asked by classroom teachers to go to the office if they do not have a visitors' badge. At the end of the visit to school, visitors are asked to check out at the office. We want to create a safe environment for all students during the school day.

We will expect that students that are dropped off or picked up by parents to do so in the west parking lot. In order to keep traffic flowing, the lane through the west parking lot will be a "moving lane", designated with red paint on the curb, with only brief pauses to allow the student(s) to exit the car, school staff will be present to assist students. If you need to help your child gather their gear, get out of the car, or to bring your child into school, please move out of the "moving lane" and into a parking space.

Parents are asked to notify their child's classroom teacher in advance if they wish to visit their child's classroom. This will give the teacher an opportunity to ensure that the visit will be the least disruptive and engaging to the parent and students. If a student from another school district would like to visit a classroom, parents will need to notify the classroom teacher and principal. The arrangements for student visitation will be limited to ½ day time period.

### **WEAPONS**

Pursuant to Policy 502.6, the board believes weapons, other dangerous objects, and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects, and look-alikes. Weapons and other dangerous objects, and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the



jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects, or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects may be reported to law enforcement officials, and students may be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame, or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### WELLNESS POLICY

In compliance with the School Wellness Policy, the Cherokee Community School District encourages healthy food items (low in fat, sugar, and salt) to be served for celebrations and/or snacks. We strive to teach students a healthy attitude about treats. "When we are hungry and thirsty, it is best to choose healthy items to satisfy that hunger and thirst." Celebrations/birthdays happen frequently in the elementary classroom so we do encourage healthy treats. Food items could include: string cheese, yogurt products, whole grain granola bars, fresh fruits and vegetables, dried or canned fruits, dried cereal, whole grain crackers, and popcorn. Drinks could include fruit juices and/or water. We do not allow peanut/tree nut products for snacks or treats. The Cherokee Community Schools Wellness Policy can be found on The Cherokee Community Schools district website under policies 507.9. This policy outlines the district's goals for wellness and nutrition for the students and faculty of the Cherokee Community School district. The committee of parents, students, teachers, and directors meet every three years to update this policy. If you are interested in being a part of this committee, please contact any school and ask to be added to this committee.

#### HEALTH PROGRAM INFORMATION

The Cherokee Community Schools have the service of two full time nurses. They attend to the health needs of the students while they are at the school and are available for parent consultation when necessary. The nurses administer the following programs at Cherokee Elementary:

- Emergency first aid
- Vision screening
- Height and weight records
- Health education and counseling

Each student must have an Iowa Certificate of Immunization card on file in the School Nurse's Office. Iowa law requires all students to be properly immunized for diphtheria, whooping cough, tetanus, polio, hepatitis, measles, rubella, and chicken pox. If a student does not have a signed complete, provisional, or exemption card, he/she will not be allowed to attend school.

Authorization is needed for the dispensing of any prescription or non-prescription medication. Prescription and non-prescription medication may be given at school only if it is sent in the original container. A written note including the name of the medication, amount to be given, time medication is to be given, and parent signature must accompany ALL medication if it is to be given at school. If your child needs to have Tylenol or Ibuprofen, a parent must send it to school in the original bottle, with a note including the amount to be given, time to be given, and parent signature.

If a child becomes ill at school, the parents or a responsible adult will be notified as specified on the emergency contact information. Please keep home and emergency phone numbers up-to-date.

Parents may not be informed of all minor injuries, unless the parent has asked the school specifically to inform them. Any injury or accident, which under the judgment of the Cherokee staff may require further treatment, will be brought to your attention immediately.

### **CONTAGIOUS DISEASE**

Children with any of these diseases should be under a physician's care and the school nurse should be notified. The school will notify parents if there is an exposure of these diseases at school; Chicken Pox, Measles-German, Mumps, Scabies, Scarlet Fever, Whooping Cough, Polio, Meningitis, Infectious Hepatitis.

Your child should be able to go outdoors for recess and participate in Physical Education activities if they are in school. If you have a doctor's note stating that your child can not participate in outdoor or Physical Education please provide that documentation to the nurse and the office.

Please notify the school if your child becomes ill with a communicable disease. This will help to alert the school nurse and school staff to the possibility of the exposure of other pupils.

Your school nurse encourages you to call her any time you have questions or if there is any change in your child's health that may affect his/her work at school.

### **FOOD/NUT ALLERGY AWARE ENVIRONMENT**

A number of children in the Cherokee Community School District and throughout schools across the United States are affected by food and/or nut allergies.

Cherokee Community School District (CCSD) has implemented a "Food/Nut Allergy Aware Environment" in the best interest of all of our students. CCSD will not be serving any peanut butter or peanut/tree nut products through our food service program. Students will be allowed to bring cold lunches that may contain peanuts products, but will be asked to sit separately from "hot" lunch students in the lunchroom in order to protect the students that have allergic conditions to nut products. Upon the completion of lunch in the multipurpose room, all students will be asked to wash their hands and all tables will be cleaned.

All snacks or treats brought into the classroom from home must be prepackaged. Upon completion of snacks in the classroom, all tables will be cleaned.

All staff members will be notified of the students with food/nut allergies by the school nurse and instructed of the policies/procedures that will be followed in the event of an allergic reaction.

Parents will supply written instructions regarding treatment of their child in the event of an allergic reaction and staff will be informed of those procedures.

In the event of a food allergy reaction at school, parents will be informed immediately.

### HEAD LICE

The Cherokee Community School health department's main goal is to control lice outbreaks. In doing so, the school health department hopes to quickly identify those children infested with lice and notify the parents with the least amount of disruption of school attendance.

If a child is found with live lice, his or her parents will be notified and asked to treat the head lice. Actual treatment of head lice consists of an initial treatment with an approved shampoo, daily combing out of the hair with a lice comb for 7 days, followed by retreatment with approved shampoo on the 7th day. All family members should be checked at home and treated if necessary.

### ILLNESS

The Cherokee Community School Health Department follows the guidelines of the Iowa Department of Health in order to prevent the spread of communicable diseases.

Parents and students frequently have questions about their child's illness or attendance at school. Please follow the guidelines below, or contact the school nurse, when deciding whether your child may attend school or should stay home. If your child presents to the health office with any of the symptoms below, they will be sent home.

1. Fever of 100 degrees or above – child must remain home for 24 hours after the temperature has returned to normal without over-the-counter medications.
2. Vomiting or Diarrhea – a child must be free from vomiting or diarrhea for 24 hours before returning to school.
3. Swelling, redness, tenderness, discharge from eyes – requires a physician's diagnosis. If conjunctivitis, to have 24 hours of antibiotic before returning to school.
4. Unexplained skin eruptions or rash.
5. Communicable disease – requires a physician's diagnosis and treatment, if needed, or until symptoms are gone.
6. Severe cold or cough.
7. Any health condition that, in the nurse's judgment, is of concern for the child's health or other's.

### MEDICATION IN SCHOOL

It is required that parents bring their child's medication to school rather than send it with their child in his/her book bag. This applies especially to those medications that are categorized as "controlled substances" such as Ritalin (Methylphenidate), Dexedrine, etc. We realize that this may cause some inconvenience for you, but if you would contact the school nurse or your child's building secretary, hopefully we can make arrangements that will be workable for you. If you already practice this safety measure, we thank you for your cooperation!

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. Forms may be obtained at the school's health office. The medication must be in the original container that is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration. Over-the-counter medication, as provided by the parent/guardian, such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's written permission and must be brought in the original labeled container with specific directions. For any ongoing

medication, longer than 10 days, a physician must sign this request. The school nurse may determine that an over-the-counter medication--including food supplements and herbals, ordered by a parent, could be detrimental to the student, and thus may refuse to administer it.

A written record of the medication administration will be kept for each student receiving medication, including: date; student's name; person prescribing or authorizing the administration; the medication and dosage; signature of the person administering the medication; administration time and method and any unusual circumstances, actions or omissions.

Medication will be stored in a secured area unless an alternate provision is documented.

Only the school nurse or employee who has successfully completed the medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication.

### **Class Sectioning**

In early May, CES teachers will begin to formalize class rosters for the next school year. Student placement is taken very seriously and initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Parents may participate in this process by providing written input of the educational needs of their child, such written input should be sent to the building principal. Acceptable letters of information may include issues related to a learning disability, medical needs, and your student's learning style or preferences. These letters may be shared with teachers in the process so we will not consider letters that request or "unrequest" a teacher by name or letters requesting two students to be placed in the same class. Adjusting a student's classroom placement is subject to the building principal's discretion.

### **Iowa Nondiscrimination Statement**

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

**LIST OF ELEMENTARY SCHOOL PERSONNEL  
AND THEIR ASSIGNMENTS**

Stacey Zwiefel	-	Transitional Kindergarten
Rachel Lucas	-	Kindergarten
Kayla Reuter	-	Kindergarten
Pam Wilson	-	Kindergarten
Laura Ebert	-	Kindergarten
Connie Boekhout	-	1 <sup>st</sup> Grade
Sue Miller-Laursen	-	1 <sup>st</sup> Grade
Michelle Sleezer	-	1 <sup>st</sup> Grade
Dawn Jenness	-	1 <sup>st</sup> Grade
Liz Perry	-	2 <sup>nd</sup> Grade
Keisha Lockin	-	2 <sup>nd</sup> Grade
Abby James	-	2 <sup>nd</sup> Grade
Jason Wood	-	2 <sup>nd</sup> Grade
Angela Carver	-	3 <sup>rd</sup> Grade
Mandi Koedam	-	3 <sup>rd</sup> Grade
Kelsey Todd	-	3 <sup>rd</sup> Grade
Libby Wagner	-	3 <sup>rd</sup> Grade
Stephanie Freed	-	4 <sup>th</sup> Grade
Kim Miller	-	4 <sup>th</sup> Grade
Austin Todd	-	4 <sup>th</sup> Grade
Gail Kremer	-	4 <sup>th</sup> Grade
Kate Leavitt	-	Special Needs Teacher
Laura Franzmier	-	Special Needs Teacher
Deanna Hohbach	-	Special Needs Teacher
Lacy Hanson	-	Title I Reading Teacher
Reagan Erdman	-	Title I Reading Teacher
Jen Burch	-	Instructional Coach
Amy Brunsting	-	Guidance Counselor
Pam Barnes	-	Vocal Music
Susan Jensen	-	Art
Jim Leonard	-	Physical Education
Ashley Mizner-Bruce	-	Media Center Teacher Associate
Wendy Richardson	-	TK-4th Grade Math Interventionist
Jina Wood	-	English Language Teacher
Kelly Mullins	-	Secretary
Rachel Doeden	-	Nurse
Amanda Bengston	-	Speech-Language Pathologist

## **Appendix A: School Wide Title I Program Notifications**

### **SCHOOL WIDE TITLE I Cherokee Elementary/Cherokee Middle School TK-8<sup>th</sup> Grade Parent –School Learning Contract**

#### **Parent/Caring Adult**

**I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:**

- 1. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.**
- 2. Spend at least 15 minutes per day reading with my child.**
- 3. Make sure my child gets adequate sleep and has a healthy diet.**
- 4. Make sure my child starts each day in a positive way.**
- 5. Make sure my child is at school on time.**
- 6. Communicate and work with teachers and school staff to support and encourage my child.**

#### **Student**

**I know my education is important to me. It will help me become a better person. I agree to do the following:**

- 1. Be at school on time unless I am sick.**
- 2. Be responsible for my own behavior.**
- 3. Return completed school work on time.**
- 4. Help to keep my school safe.**
- 5. Respect and cooperate with other students and adults.**
- 6. Try reading daily.**

#### **All Teachers and Para Educators**

**We understand the importance of the school experience to every student and our role as teachers and Para Educators. We agree to carry out the following responsibilities:**

- 1. Teach the necessary concepts to your child.**
- 2. Be aware of the needs of your child.**
- 3. Provide a safe, positive, and healthy learning environment for your child.**
- 4. Regularly communicate with you on your child’s progress.**
- 5. Respect the cultural differences of the students and their families.**

#### **The Cherokee Community School Title 1 Parent Involvement Policy**

**It is the policy of Cherokee Community Schools that parents of students participating shall have the opportunity to be involved in the development of the district plan, we seek any and all parent involvement. The District encourages parent involvement and supports this partnership by providing information, activities, and support to encourage a strong learning desire.**

- 1. The Title 1 program is described in both the school newsletter and the parent handbook at the beginning of each year.**
- 2. An annual meeting is held for all parents of the participating children. At this meeting the Title 1 Compact is discussed and parent feedback and changes are made for the following year. Each family receives a copy of the Cherokee Community Title 1 Policy.**

For those families that are unable to attend, the compact and policy are sent home. Additional meetings may be held throughout the year.

3. Twice a year parents are invited to attend conferences with the Title 1 teacher. This is a great opportunity for all concerned parties to address the educational success of students.
4. Parents receive an explanation of the school's performance profile, the forms of assessment used to measure student progress, and expected proficiency levels. The Cherokee Community School district reports annual progress to all community members. This information is also accessible on the school website. Another avenue that the information is shared is on the school calendar, which is also given to each parent.
5. As a targeted assisted program, parents are informed and involved with their child's participation in the Title 1 program.
6. Parent's recommendations are encouraged and responded to in a timely manner. We also provide information for parents in their native language. An annual parent survey is distributed and Title 1 programming is adjusted as needed.
7. Parents receive and review the compact annually. Suggestions and changes are made as needed.
8. The Title 1 program provides opportunities for parents to become partners with the school. We encourage and promote parental involvement.
9. An annual evaluation of this parental involvement policy is conducted in the spring of each year. Parents are offered resources that help their child to be successful.

### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.



If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

### **III. Time, place and manner of distribution.**

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### **IV. Definitions.**

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:

- a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
  - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

#### **V. Disciplinary action.**

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

#### **VI. Notice of policy to students.**

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

