

2017-2018

Cardinal Elementary

Student & Parent Handbook

Cardinal Community School District



We are excited to have you as a member of our school district. This handbook will serve as a guide for you as the school year progresses. Please take the time to familiarize yourself with the various activities and policies found within. This handbook outlines our attendance policies, and many other important guidelines for how our district operates. We look forward to working with you this school year, and hope that it is filled with great success.

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VISION STATEMENT: Develop a responsible and productive learning environment to meet tomorrow's challenges today.

MISSION STATEMENT: To foster an enriching environment and channel the energies of students to achieve their fullest potential.

Chain of Command: How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Chain of Command", or where to begin the communication sequence regarding their child's problem. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email (Email format: firstname.lastname@cardinalcomet.com) A phone call would be the next preferable way to communicate.

Elementary Building: (641) 652-3591 **Secondary Building:** (641) 652-7531

1. On Matters Involving Instruction:
 - a. Classroom teacher or Case Manager
 - b. Elementary Principal: Heather Buckley
 - c. Middle School: Cindy Green
 - d. High School Principal: Joel Pedersen/Landon Miller
 - e. Superintendent: Joel Pedersen
2. On Matters Involving Student Discipline:
 - a. Classroom Teacher
 - b. Elementary Principal: Heather Buckley or School Administrative Manager- Jamie Pedersen
 - c. Middle School- Cindy Green or School Administrative Manager- Rick Scott
 - d. High School Principal: Joel Pedersen/Landon Miller
 - e. District Superintendent: Joel Pedersen
3. On Elementary School Matters:
 - a. Classroom Teacher
 - b. School Administrative Manager or At Risk Coordinator- Jamie Pedersen or Aimee Sivak
 - c. Principal: Heather Buckley

- d. District Superintendent: Joel Pedersen
- 4. On Matters Involving Facilities or Buildings and Grounds
(building maintenance/custodial/grounds maintenance)
 - a. Grounds Manager: Les Shepherd
 - b. Superintendent: Joel Pedersen
- 5. On Matters Involving Transportation:
 - a. Transportation Director: Tom Lamansky
 - b. Principal: Heather Buckley (Elem) Cindy Green (MS) Joel Pedersen/Landon Miller (HS)
 - c. Superintendent: Joel Pedersen
- 6. To Resolve All Matters only after you have followed the levels outlined above:
 - a. Superintendent of Schools: Joel Pedersen
 - b. District Board Secretary: Sherry VanBlaricom
- 7. To Resolve All Matters concerning the breakfast and lunch program:
 - . Food and Nutrition Director: Heather Smith
 - . Superintendent of Schools: Joel Pedersen

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 and chartered buses. The term "school facilities" includes school district buildings and vehicles. 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.

Equal Educational Opportunity: The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status sexual orientation, gender identity or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator Michelle Edwards and can be reached at (641) 652-7531. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294. The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the At-Risk Coordinator Aimee Sivak or *Chris Becker* at (641) 652-3591

Positive Behavior Intervention and Supports: Positive Behavior Interventions and Supports (PBIS) is a program that recognizes the positive contributions of students. The goals are to help each child develop self-discipline and make good choices. The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students. Routines and common language with respect to appropriate school behaviors are consistent throughout our school. As a result, instructional time is effectively used to teach, and other overall school environment is calm, pleasant, and conducive to learning. The staff of Cardinal Community School District is focused on working with students and their families to promote positive behavior in all school settings. We have three school rules that are enforced each day, they are to be respectful, responsible, and safe.

What can you do to help?

- Ask your child to tell you the school rules. Ask your child to discuss examples of ways he or she can use these rules to help them learn and participate at school.
- Discuss ways that these rules can be used at home and in the community.
- Praise your child's positive behaviors at home, school, and in the community.
- Have a daily conversation with your child about the tickets they may have received that day and why they think they received them.
- A copy of our PBIS matrix is included for your knowledge of expected behaviors in the back of the student handbook.

Expectations	Areas				
	RESTROOM	CAFETERIA	HALLWAYS	RECESS	SPECIAL EVENTS
Be Responsible	<ol style="list-style-type: none"> 1. Keep water and soap in the sink and paper towels in the garbage 2. Flush toilet 3. Wash hands 2-10-10-2 4. Let an adult know if there is a problem 	<ol style="list-style-type: none"> 1. Help keep cafeteria clean, even if it's not your mess 2. Stay in your line 	<ol style="list-style-type: none"> 1. Third tile 2. Walk directly to destination 	<ol style="list-style-type: none"> 1. Pick up equipment and put away neatly 2. Use equipment correctly 3. Line up quickly 	<ol style="list-style-type: none"> 1. Keep hands and feet to yourself 2. Sit on bottom
Be Respectful	<ol style="list-style-type: none"> 1. Wait patiently 2. Go to next available stall 3. Respect others' privacy 4. Level 1 or 2 voice (whisper or partner) 	<ol style="list-style-type: none"> 1. Use good manners (i.e. say "please" and "thank you," table manners) 2. Level 2 or 3 voice (partner or table talk) 	<ol style="list-style-type: none"> 1. Move quietly (level 0 or 1- whisper) 2. Hands to yourself 3. Stand up straight 	<ol style="list-style-type: none"> 1. Use kind words 2. Level 4 voice (outside) 3. Be somebody you would want to play with 	<ol style="list-style-type: none"> 1. Level 0 voice when someone is speaking 2. Raise hands to volunteer 3. Active listening posture 4. Appropriate applause
Be Safe	<ol style="list-style-type: none"> 1. Walk 2. Keep walls and floors clean and dry 3. Keep hands, feet, and objects to yourself 4. Wash hand 	<ol style="list-style-type: none"> 1. Walk (your tray over), walk (to the line), sit 2. Carry tray with 2 hands 	<ol style="list-style-type: none"> 1. Walk 2. Walk directly to destination 	<ol style="list-style-type: none"> 1. Use equipment correctly 2. Line up quickly 	<ol style="list-style-type: none"> 1. Walk 2. Keep aisles clear

Jurisdictional and Behavioral Expectations Statement: This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Students are requested to limit their physical romantic contact to holding hands. Greater physical contact in the presence of others is sometimes embarrassing to some people, most always difficult to judge the properness of the contact, and presents a supervision problem with inconsistencies in decisions made. Because of this, a holding hands only rule is fair to all students. Staff members will talk to the violators about the problem and if corrections are not made, parents will be contacted to seek their help in solving the problem. 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, regulation or student

handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education 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, regulations and student handbook provisions 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 principal's office at 652-7531(MS/HS) or 6523591 (Elem.) for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Appropriate behavior is the key to success in the classroom. To help provide the best learning environment and safe atmosphere for all students, we have established the following behavior expectations.

1. All students should walk quietly and orderly in school.
2. Students should remove their hats when entering the school.
3. School and personal property will be treated with care.
4. All electronic devices should be left at home. These include radios, CD players, iPods, Game Boys, PSP's, cell phones, etc. We are not responsible for lost or stolen items, so please do not bring them.
5. Fidget Spinners or fidget cubes will not be allowed at school without proper coordination with teacher /or a doctor recommendation.
6. The possession, use of, or distribution of tobacco, illegal drugs, or alcohol is prohibited on school property or at school functions.
7. Please no skates, skateboards, or shoes with wheels (Heelys) at school.
8. Respect fellow students.
9. Respect school staff members, including bus drivers.

If students chose not to follow the above expectations, they may be required to stay after 3:00 or other consequences.

Please see the MS/HS handbook for our policy/procedures.

Child Restraint Notification:

Rules enacted by the Iowa State Department of Education in November, 2008, require schools to notify parents any time a student has been put in time out “from which the student’s egress is restricted.” The rules also require parental notification if the child has been restrained in such a way that restricts the “individual’s ability to move his or her arms, legs, or head freely.” Basically, this means that if your child is in a time out where he/she has to be restricted from leaving, has to be physically held or moved, you will be contacted and receive a form that has been filled out by our staff. If you have questions regarding these rules or school policy, please contact the school principal.

School Fees: The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal’s office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

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. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal’s office if the information on the emergency form changes during the school year.

Attendance (School Day): Students may be present on school grounds before 7:50 AM or after 3:45 PM only when they are under the supervision of an employee, parent, or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within fifteen minutes of dismissal. Students who arrive before 7:45 AM to the elementary building, may be taken to before school daycare at a cost of \$2/ hr. Students who are still at school after 3:30 PM may be taken to after school daycare at a cost of \$2/hr.

General Attendance Policy: It is the responsibility of the Cardinal Community School District to ensure that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Cardinal Community School District students and their families take responsibility for knowing and following the Attendance

Policy.

ALL STUDENTS ABSENT FROM SCHOOL MUST HAVE AN EXCUSE.

Examples:

- Medical documented illness (from a doctor or the school nurse)
- Medical documented appointment (from a physician, dentist, etc.)
- Funeral (documented with slip from funeral service)
- Court documented appointment (from Juvenile Court, DHS, etc.)
- School sponsored activity A parent or guardian may call their student out of school 6 days per school year for other reasons.

These days are verified, not excused. Any day beyond 6, without a documented excuse for the absence, is considered unexcused. Steps will begin towards mediation for excessive absenteeism.

Reviewing the steps:

- 6th Non-Excused Absence- Warning letter notifying parent/guardian that their 6 verifiable days have been reached and requesting documentation for any further absences.
- 9th Non-Excused Absence- Phone contact and possible home visit
- 12th Non-Excused Absence- Mandatory Attendance Meeting with At-Risk Coordinator and Administrator: parent or guardian will be served notice & County Attorney will be provided a copy of the notice.
- Continued Non-Excused Absences- Referred for legal action by the County Attorney.

Excessive Absenteeism, Appeals Process, & Application of Sanctions

- A. Suspensions from class [either in-school suspensions or out-of-school suspension] will be treated as school- initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed while in suspension. In the event that the work is not completed at the end of the suspension, a time will be designated by the principal to make up the work (guided study, before/after school, Saturday school, additional suspension, etc.)
- B. Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
- C. Application of Sanctions:
 - Unexcused and excused absences will not be added together to count towards application of sanctions.
 - Excessive unexcused absences will result in the following:
 - If a student is absent unexcused more than 9 days from any given class in a semester, the student may not be eligible to receive credit from that class.
 - If a student loses credit, that fact is recorded in the student's

record as an ("AD" [Administrative drop], or "AW" [administrative withdrawal]). Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to [guided study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction]. Reasonable excuses include reasons listed under General Attendance Policy.

Appeals First level of appeal

1. When notified that the student has missed 6 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 9 absences and that the student may be dropped from a class, the student and parent may file a written appeal with the building administrator within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the building administrator.
3. Written appeals will be referred to the building administrator
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 10 school days after the appeal is filed. The SAT will consider the following in reaching a decision:
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;
 - c. extenuating circumstances particular to the student;
 - d. educational alternatives to removal from class or school; or
 - e. the total educational program for the individual student.
6. The decision of the SAT will be reached within one day of the hearing. The parent will be notified of the decision in writing.

Second Level of Appeal: Students and parents seeking a review of the SAT decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the SAT decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent will affirm, reverse or modify the SAT decision.

Appeal to Board of Directors: Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review, and notify the

interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

Excessive Absenteeism, Appeals Process, & Application of Sanctions

1. Suspensions from class [either in-school suspensions or out-of-school suspension] will be treated as school- initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed while in suspension. In the event that the work is not completed at the end of the suspension, a time will be designated by the principal to make up the work (guided study, before/after school, Saturday school, additional suspension, etc.)
2. Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 6 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
3. A student who loses credit due to excessive absences may be assigned to [guided study hall, detention, early bird school, Saturday school, in-school suspension, alternative school or other appropriate disciplinary sanction] for the period(s) in which the course(s) meet or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.
4. Work missed because of truancy must be made up the same as work for all other absences. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

Tardy Policy Elementary Building: Students arriving after 8:15 AM will be counted as tardy that day. Students arriving after 10:00 AM will be counted as absent for the morning.

Compulsory Attendance

In accordance with the State of Iowa's compulsory attendance code 299.1A, students

who are under the age of 16 years old and six or older before September 15 of the current school year are required to be in attendance at school. If a compulsory attendee is absent unexcused 15 times in one school year, the county attorney will be notified. Referral to the county attorney could result in possible investigation and/or prosecution of the parents for truancy.

a. First Offense: Up to ten days in jail, or \$100 fine, or 40 hours of unpaid community service.

a. Second Offense: Up to 20 days in jail and/or \$500 fine, or unspecified number community service hours in lieu of fine or jail sentence (serious misdemeanor).

a. Third Offense: Up to 30 days in jail, and/or fine of up to \$1000, or an unspecified number of community service hours

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KLBA-FM 96.7, KMCD-AM 1570 or FM 95.9, WHO-AM 1040, KBIZ- AM 1240 and KLEE- AM 1480 radio and KTVO and WHO television stations. The school also utilizes a system referred to as "The All Call". If school will be canceled or closing early, a call will be placed to the cell phone or home phone of your choice. Please make sure you are listed on the school's All Call list by contacting Sherry Van Blaricom at 652-7531. The missed day may have to be made up at a later date. Updates will also be made to the school's website. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The Principal/Athletic Director may determine whether to hold extracurricular activities or practices.

Recess During Inclement Weather

Students need to come prepared for outside recess. Having a sweatshirt or light jacket at school in the spring and fall is recommended. During the winter, students must have hats, coats, and mittens or gloves. When the temperature and/ or wind chill factor is below ten degrees as recorded on WeatherUnderground.com, students will stay inside for recess. Snow pants and snow boots must be worn to play in the snowy areas.

Cell Phone/iPod/Electronic Devices Policy Elementary

We discourage elementary students to bring cell phones to school. Students who wish to bring cell phones to school MUST leave them in his or her locker. Please note the school is not responsible for lost or stolen items.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district, in addition to disciplinary consequences. In certain circumstances, students may be reported to law enforcement officials. This includes the school computers.

Dual Enrollment Students: Home school or home school assistance program 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 counselor

Educational Records: Student records containing personally identifiable information, except for directory information, are confidential. 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. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including

- health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 21 to the principal or office secretary. The objection needs to be renewed annually. NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including knives, hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school can be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials

Initiations, Hazing or Harassment

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law

enforcement officials. Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask their advisor, a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- tell a teacher, counselor or principal
- record the incident using the Bullying/Harassment Incident Reporting Form on the student section of the cardinalcomet.com website.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; 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.

Picking Up Students at End of School Day (Elem)

Parents picking up students need to wait in the area outside of the office. Please do not go to your child's classroom and wait outside the door as academic work is still in progress until dismissal time. If your child needs to be picked up before the end of the regular school day, please stop at the office and your child will be called to the office. It is recommended you send a note letting teachers know what time your child will be leaving or call the secretary. We have a pick up line that lines up outside of the front entrance of the elementary. If you are picking your child up, you may stay in your car and pull around as your child is escorted to the lot. If you want to get out of your car, please park in the front lot, not the pick up lane.

School Cooperation With Law Enforcement Officials

It is a policy of the school district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal

conduct on the school premises, or during a school sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICIALS

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present. If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview. No student may be taken from school without the consent of the building principal and without a proper warrant. In all case

Student Searches, Illegal substances

The elementary school will follow the MS/HS policy if needed

Student Health, Well Being, Safety, & HAWK-I Insurance for Children: Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations: Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact

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. The fire-warning signal will be a long continuous ringing of the alarm. The all clear will be a short intermittent ringing of the alarm. Each class will have a student leader appointed by the teacher. Exit routes are posted by the door of each room. When the alarm is given, move quickly and quietly to the designated exit and assemble as a class at least fifty feet from the building. Turn lights off and close windows and door. State law requires two fire drills every fall and spring. Students should treat every fire alarm as though it were the real thing. Tampering with the fire alarm system will not be tolerated. Suspension will follow and charges will be filed. The tornado-warning signal will be a continuous Police Siren blown down the hallways. The instructor will help move the class to the area designated on the tornado exit route posted by the door in each room. State law requires two tornado drills every fall and spring. Students should treat each tornado drill as though it were the real thing.

Fire Alarms - False : The Code of Iowa discussion of false alarms of fires is as follows: False Alarms of Fire. No person or persons shall cause or give a false alarm of fire, by setting fire to any combustible materials, or by crying or sounding an alarm, or by any other means, without cause. Penalty -suspension (3-10 days) and recommended expulsion

Administration of Medication

If it becomes necessary for a student to take medication at school, these guidelines must be followed:

1. All medication must be prescribed by a physician. (This does not include aspirin, cough syrup, or any other over the counter medication.)
2. Medication must be sent to school in the original prescription container. Parents should ask the pharmacist for two containers (one for school and one for home). Over the counter medication must also be in its original bottle.
3. A signed statement from the physician giving the dosage and the time it is to be given at school must accompany all medication (prescription and non-prescription)
4. A signed permission slip from the parents must accompany the medication. Instructions must include the name of the medication, reason it is prescribed, what time it should be given, and how long it is to be given.
5. We prefer, if at all possible, that a parent bring the medication to school rather than sending it with the child. If medication must be sent with the child the school office should be notified that the student is bringing it to school.
6. Medication that is prescribed for three times a day often does not need to be given during the school day. We prefer, if it is okay with your physician that this medication is given at home before and after school.
7. The school nurse strongly discourages students using over the counter products

such as cough drops, throat lozenges, pain relievers, etc. during school hours unless absolutely necessary. If students do bring these products, they must have the appropriate permissions signed. Cough drops and throat lozenges must have parents' permission, and all other over the counter medication must have parent permission. Extended use of over the counter medication must have the recommendation of a physician.

8. Prescription medication given for a short period, such as an antibiotic, can be given without written permission from the doctor if it is in a prescription bottle and there is written permission from the parent. The prescription label acts as the physician's permission in this case.
9. Parents are also urged to contact the school if their child is taking any kind of medicine that might affect behavior in the classroom.

Student 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 will be released to the student's parents or, with parental permission, to another person directed by the parents.

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

School Nurse

A nurse is employed by the district and is responsible for our Health Services Program. This program is designed to help each student protect, improve and maintain his/her physical, emotional, and social wellbeing. The nurse is involved in environmental health and safety in our school and emergency procedures for our students. The primary emphasis for the nurse will be on disease prevention and control, including communicable diseases. Health assessments and screening programs are a large part of the nurse's responsibility. The nurse will be available to all Cardinal buildings. Parents who wish to consult with the school nurse should contact the secretary of the building in which their child attends.

Communicable and Infections 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. A child should not return to school for 24 hours after vomiting, diarrhea, or an elevated temperature of 100 degrees or more. 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 and chicken pox.

Health Screening: Throughout the year, the school district sponsors health screening for vision, hearing, blood pressure, dental screening (K & 9th), height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Standardized Tests: Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless the principal excuses them. Iowa Assessment exams are given one time per. Notification will be sent home with testing dates. The data is used to identify individual student strengths and weaknesses. The data also allows the district to evaluate curriculum strengths and weaknesses. Students should do their best on these assessments to ensure that the data compiled is as accurate as possible.

Student progress reports: Kindergarten through 5th grade will be using a standards based report card to communicate and track each student's progress in meeting grade-level standards. Standards describe what a student should know and be able to do at each grade level in all subjects, and this reporting system is designed to give parents an informative view on how their child is progressing. On the report card, parents will learn whether or not their child is **M**- Meeting Expectations, **P**- Progressing Towards Expectations, **R**- Needing Reinforcement, or **NA**- standards was not assessed for each quarter.

Parent Teacher conferences: Parent-teacher conferences are held the in October and in again in March. The staff feels that conferences are the best way to let you know how your student is progressing, and our goal is to have 100% percent representation of our students' parents or guardians at conferences. If you would like another conference time within the year, please contact your child's teacher.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

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. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the board secretary for information and forms.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Generally, guests of students will not be allowed unless it is for an educational purpose.

Legal Status of Student: If a student's legal status, such as the student's 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 school district has a current student record.

Meal Accounts: Money may be deposited into your meal account in the high school office or elementary office from 8:00-8:30 a.m. each morning or in the secondary lunch line. Students may charge a maximum of \$4.20 on their meal account. Payment must be made prior to charging another meal. Notes will be sent home with your student letting you know that if his/her account is negative. Prompt payment is appreciated. Sharing of school lunches is not permitted. We must abide by the Federal guidelines set up for the program; therefore, students may not drink Pop from 11:30 AM to 1:00 PM. Please do not bring candy for lunch. Breakfast will be served from 7:45 to 8:10 AM in the elementary building.

Student Assistance Team: The District has established a program to help students cope with disabling personal problems that may interfere with successful and productive learning. These may include difficulty in achieving and maintaining academic success in the classroom; substance abuse (drugs, alcohol, eating disorders); family dysfunction (divorce, violence, emotional, physical and/or sexual abuse); emotional distress (depression, suicide, death, illness, employment, stress); and personal relationships (peer pressure, loneliness, and/or unsatisfying personal and family relationships). The SAT team consists of the At-Risk Coordinator, Principal and several staff members who meet weekly to discuss academic and social problems that our students may be having. Students are referred to the SAT team after the teacher has tried multiple interventions and has spoken to the parent at least once. Parents may be called and asked to come in and have a meeting with the SAT team and parents are also encouraged to call and ask for a member if they

have any concerns as well.

Classroom Treats

Due to children in the elementary building with severe food allergies, all treats shared or served at the elementary must be prepackaged with the label clearly listing all ingredients. NO HOMEMADE TREATS OR FOOD ITEMS for students will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.

Classrooms with students who have life threatening allergies will have more specific guidelines. These food allergies can result in very serious health issues for these children. The classroom teacher will check each item and any that are not prepackaged or that contain peanuts or tree nuts will be returned. We apologize for any inconvenience or hardship this might create. This policy is for the safety and health of our students. Classrooms where one or more students with a life threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid.

Volunteering: If you wish to volunteer within the district, a criminal and DHS Registry background investigation is required by board policy, authorized by federal law in the National Child Protection Act of 1993 and subsequent amendments, and secures our district's commitment to keep our volunteers, staff and students safe. We appreciate your cooperation in completing the appropriate forms for the background check and returning them to the Superintendent's Office for our processing. Volunteers must comply with this code and make immediate disclosure in writing to CCSD of any future arrests, convictions or Department of Human Services registry listings.

