

2023-2024
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 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: Andrew Lehn
 - e. Superintendent: James Craig
2. On Matters Involving Student Discipline:
 - a. Classroom Teacher
 - b. Elementary Principal: Heather Buckley or Assistant Principal, Aimee Sivak
 - c. Middle School- Cindy Green
 - d. High School: Andrew Lehn
3. District Superintendent: James Craig
4. On Elementary School Matters:
 - a. Classroom Teacher
 - b. Principal or Assistant Principal: Heather Buckley or Aimee Sivak
 - c. District Superintendent: James Craig
5. On Matters Involving Facilities or Buildings and Grounds (building maintenance/custodial/grounds maintenance)

- a. Grounds Manager: Dustin LaRue
- b. Superintendent: James Craig
- 6. On Matters Involving Transportation:
 - a. Transportation Director: Tom Lamansky
 - b. Principal: Heather Buckley (Elem) Cindy Green (MS) Andrew Lehn(HS)
 - c. Superintendent: James Craig
- 7. To Resolve All Matters only after you have followed the levels outlined above:
 - i. Superintendent of Schools: James Craig
 - ii. District Board Secretary: Jackie Grant
- 8. To Resolve All Matters concerning the breakfast and lunch program:
 - a. Food and Nutrition Director: Heather Smith
 - b. Superintendent of Schools: James Craig

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 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.

<i>Expectations by Area</i>	Restroom	Cafeteria	Hallways	Recess	Special Events
Be Responsible	Keep water and soap in the sink and paper towels in the garbage Flush toilet Wash hands 2-10-10-2 Let an adult know if there is a problem	Help keep cafeteria clean, even if it's not your mess Stay in your line	Third tile Walk directly to destination	Pick up equipment and put away neatly Use equipment correctly Line up quickly	Keep hands and feet to yourself Sit on bottom
Be Respectful	Wait patiently Go to next available stall Respect others' privacy Level 1 or 2 voice (whisper or partner)	Use good manners (i.e., say "please" and "thank you," table manners) Level 2 or 3 voice (partner or talk voice)	Move quietly (level 0 or 1-whisper) Hands to yourself Stand up straight	Use kind words Level 4 voice (outside) Be somebody you would want to play with	Level 0 voice when someone is speaking Raise hands to volunteer Active listening posture Appropriate applause
Be Safe	Walk Keep walls and floors clean and dry Keep hands, feet, and objects to yourself Wash hands	Walk (your tray over), walk (to the line), sit Carry tray with two hands	Walk Walk directly to destination	Use equipment Line up quickly	Walk Keep aisles clear

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, tablets, iPad, 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 choose 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 7:45 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 \$3/ hr. Students who are still at school after 3:45 PM may be taken to after school daycare at a cost of \$3/hr. Please see pg. 20 regarding daycare information and enrollment requirements.

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:
 - 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;
 - attendance history of the student;
 - extenuating circumstances particular to the student;
 - educational alternatives to removal from class or school; or
 - 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 8:05 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 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 Cindy Lindner 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:

- 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.
- 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.
- 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.
- 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:

1. 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.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. tell a teacher, counselor or principal, or 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 and/ or district school resource officers 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 investigated during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present. If police officer 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 determine 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 cases.

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 our school nurse.

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 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:

- All medication must be prescribed by a physician. (This does not include aspirin, cough syrup, or any other over the counter medication.)
- 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.
- 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)
- 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

- 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.
- 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.
- 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.
- 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.
- 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 Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so, and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. A child should not return to school for 24 hours after vomiting, diarrhea, or an elevated temperature of 100 degrees. This duration of time should be without fever or symptom reducing medication. 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 to 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. ISASP 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 4th 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. 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 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 7:45-8:15 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 11:00 AM to 1:00 PM. Please do not bring candy for lunch. Breakfast will be served from 7:50-8:05 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 principals, 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.

Before and After School Daycare

The program will open the first day of school and continue until the last week of school for the 2022-2023 school year.

- Before School Program: 6:00-7:45 A.M.
- After School Program: 3:45-5:30 P.M.
- No daycare when school delays or release due to weather.
- The program is closed when the school district is closed due to inclement of weather, school district breaks, and for a number of holidays throughout the school year.

Prior to enrolling at Cardinal Before and After School Daycare, the following forms must be completed in accordance with Iowa State Law:

- Physical Examination form/Health Statement- Prior to starting CBASP
 - 2nd year attending: Health statement can be completed by guardian
- Certificate of Immunizations- updated each time your child receives shots
- Emergency Medical Consent Form- updated annually
- Financial Agreement- updated as needed

****Parents are responsible for keeping all information in their child's file current and up to date. We will issue reminders; however, enrollment can be interrupted or terminated if information is not kept current.**

Policy 503.08 - Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Grades PK-2

Level	Escalating Response
Level 3	<ul style="list-style-type: none">• Requires parent or guardian notification.• Review of response to prior offense, if applicable, to inform increased level of response.• Requires individualized educational program (IEP) meeting, if the student has an IEP.• Responses to an incident may include the following:<ul style="list-style-type: none">○ Parent or guardian conference that includes the student, when appropriate;○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;○ Behavior intervention student agreement coupled with another response(s);○ Restitution or opportunities to repair relationships coupled with another response(s).○ Detention;○ Temporary or permanent removal from extracurricular activities;○ Temporary or permanent removal from class;○ In-school suspension;○ Out-of-school suspension;○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or○ Recommendation for expulsion.

Grades 3-5

Escalating Response

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Definitions (consistent with the Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.