

# Lakeview Student Handbook



## 2017-2018

*All students will learn well,  
become lifelong learners,  
and contribute positively to society.*

## **INTRODUCTION/PRINCIPAL'S MESSAGE**

**Introduction** – Welcome to the Centerville School District! It is our desire to serve well the young citizens who we are entrusted with the education of in this community. This handbook is written to assist the 2-5 students and their parents. All rules, regulations, and information included are for clarification purposes and adhere to the policies of the Centerville Community School District. All such regulations are subject to change in accordance with the Board of Education policy.

**Mission Statement of the Centerville Community School District** – All students will learn well, become life long learners, and contribute positively to society.

### **PHILOSOPHY OF THE CENTERVILLE COMMUNITY SCHOOL DISTRICT**

The Centerville Community School District will provide an environment where all students acquire excellent academic skills. Since students learn in many ways, the District will utilize a variety of instructional techniques. The Centerville Community Schools will teach students to develop skills and habits for success in school and life. The District will do this by providing activities that promote skills necessary to work in a team environment. The District will foster an atmosphere that stresses inclusiveness.

We will know that we have accomplished this when students:

- \* Recognize and strive to produce quality work.
- \* Accept responsibility for their behavior.
- \* Demonstrate excellence in the essential academic skills.
- \* Practice habits that will maintain good health and physical well being.
- \* Are life-long learners.
- \* Are responsible, contributing members of our democratic society.

### **Goals of the Centerville Community School District** –

1. Students will demonstrate competence in applying concepts and intellectual skills of:  
(A) Communications, (B) Mathematics, and (C) Natural Sciences.
2. Students will receive preparation to be self-motivated, self-confident, and responsible.
3. Students will receive preparation to become responsible and contributing citizens, including:
  - A. Skills and habits needed for success in school and in life.
  - B. Knowledge and skills of a literate and able citizen.
  - C. Skills, knowledge, and habits needed to pursue a career.
  - D. Practice in working as part of a team.
  - E. Skills and habits needed to be healthy and to practice appropriate hygiene.

### **GOALS OF DISTRICT (OPERATIONAL)**

To keep a clear focus on the district mission, goals, beliefs, and research base as decisions are made and implemented.

To provide a school climate in which there is the cooperation and commitment of parents, staff, students, and community to providing an educational setting where all students learn.

To project, develop, and prioritize reliable budget and action plans based upon prioritized needs for the future that will insure a quality education within the limits of available resources.

To develop and implement an educational program based on teaching carefully articulated objectives in each course for all students with the expectation that teachers will use instructional practices described in the district beliefs and practices documents and taught in our in service programs.

To provide meaning and purpose in all instruction.

To work to prevent learning problems and failures by providing time and quality instruction so all students can learn well.

To develop responsible, accountable students.

To prepare students to become lifelong learners.

To assure that clear learning goals and student assessments are established and maintained through all classroom activities.

To develop and implement a strong on-going staff development program based on effective school research and practices and closely tied to the curriculum and instructional goals identified by the community and staff.

To welcome and support all students who wish to participate in the many district courses and activities.

To provide clean, attractive, accessible, and comfortable facilities.

To plan for inevitable changes and constantly strive to improve all aspects of the education process.

### **EQUAL EDUCATION OPPORTUNITY**

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students attending school within the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunities.

The board supports the delivery of the education program and services to students free of discrimination on the basis of age, race, creed, color, sex, national origin, religion, or disability. This concept of equal educational opportunity serves as a guide for the board and the school district personnel in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting the students. Any grievance concerning this policy needs to be directed to: Susan McDanel, CHS, Centerville, Iowa 52544, or by phone at 641-856-0852. Policy reference 504.3

**SCHOOL RULES** – All school rules are based on our belief system that all people need to respect self, others, and their environment. Each building and each teacher will have a set of rules in order to maintain maximum safety and educational opportunities.

### **ABSENCES**

When a student is unable to attend school, parents should call between 8:00 and 8:30 a.m. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school may call the home to confirm the reason for the student's absence.

### **ACCOUNTING OF STUDENTS –**

1. Students may go home for lunch providing they do so with parental permission. No student who eats lunch at school may leave the school grounds at noon without the written permission of his/her parents.
2. Students will not be released to anyone other than parents/legal guardians unless authorized by parent/guardian. If the legal status of custody or guardianship changes, then the legal documents must be presented to the administration.
3. Parents must send notes when their child is to go home with another child, be picked up other adults, or go to someone else's home. Without a note, the child will be send home via the regular manner.

### **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

**ATTENDANCE/ABSENCES** – Students are expected to be in attendance for all scheduled classes and activities in order to obtain the maximum opportunities from the educational program. The parent should contact the school between 8:00 – 8:30 am when the child is to be absent for illness or family emergency. If the school isn't notified, the school will attempt to verify the child's absence by calling the parent (at home or work) or emergency numbers. Students with prearranged absences are expected to make up work prior to the absence or make

arrangements for completion of their work with the teachers. Students with other absences will make arrangements with their teachers for completion of their work. Time lost by truancy or tardiness may be made up before or after the regular school day.

Student attendance at school is required by law. The only absences which will be excused are personal illness verified by a doctor's statement, professional appointments accompanied by an office card indicating the time and date of the appointment, and other absences which may be approved by the building principal as being documented and reasonable (such as serious family crisis or funeral). A parent's note or phone call to the school only indicates knowledge of an absence. For example, it is not an excused absence if the parent calls the school to say that their child has the flu. The absence because of sickness will be excused only if it is verified by a doctor's statement. This does not mean that the school expects you to take your child to the doctor every time she/he is mildly ill. You have been given several days of leeway in this attendance policy in order to be able to make independent decisions concerning your child's welfare.

### **Excused Absence**

1. Personal illness verified by a doctor's statement.
2. Professional appointments, accompanied by an office card indicating the time and date of the appointment.
3. Any other absence the administrator deems documented and reasonable, such as serious family crisis or funeral may be excused due to special circumstances.

### **Unexcused Absence**

1. All absences that occur when a student leaves the building without permission to leave.
2. Any absence not listed under EXCUSED ABSENCE where parents have knowledge of the absence.

An unexcused absence carries no penalty until nine or more unexcused are accumulated in a semester. At this point the Centerville Attendance Assurance Program is initiated.

### **Excessive Absence Plan**

The Centerville School Board has limited the number of days a student can be absent from school to twelve (12) days or the equivalent of twelve (12) unexcused days of absence during a semester. Students are placed in the Centerville Attendance Assurance Program after they reach six (6) unexcused days of absence.

### **Notification of the Number of Days of Absence**

Parents or guardians will be notified when a student has missed the equivalent of 6, then 9, then 12 unexcused days of absence from school. Finally, if the student misses the equivalent of 20 days of unexcused absence the parent will be notified that the student has been dropped from school.

(The Centerville Community School District prepared this as a brief explanation of our attendance policy adopted in 1992: The attendance policy has proven to be of concern to some parents. When explained, most parents understand the need for the attendance policy and support it.

Imposing on parental rights is not the intent of the District. State law leaves the definition of excused and unexcused absences to the local district. The Centerville Community School District has adopted a conservative definition of what is excused. It has also provided several steps before consequences become severe. We want to work with parents to improve student attendance.

In developing the policy, the District attempted to balance two needs. The parental need to have students out of school a few days was considered and provided for in the policy. The public's need to assure regular attendance and high achievement was also considered. A few parents allow their children to miss school far too frequently and some even provide false excuses. The current policy was developed to encourage school attendance.

Students need not provide an excuse from a doctor for every childhood disease. Parents may keep children home with childhood diseases. These absences would be unexcused, unless accompanied by a doctor's excuse. However, there would not be consequences until the absences became excessive in a semester.

Consequences are based on absences within a semester. Consequences for absences do not accumulate from one semester to the next.

Student permanent records show the total number of absences and do not indicate how many were unexcused.

If you have any questions regarding the specific absences, please contact the building principals to develop a clear understanding of what will happen in advance.)

### **STUDENT RECORDS**

Specific records are kept on each student. There are records which parents may need to refer to at some time during the year. Parents should simply call the school and request the information or ask for an appointment with the teacher. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record. Parents have the right to examine their students' school records, according to Iowa law. The law also states that records of students' names and addresses are public records. Certain other student information also is open to public examination, such as telephone listings, date and place of birth, major field of study, participation in activities and sports, attendance dates, degrees and awards. Student's age 18 or older, or parents or guardians not wanting this information released to the public must make written objection to the student's school.

### **RELEASE OF RECORDS**

The school will maintain records on all students. Information included in these records may not be released to unauthorized personnel without written parental consent except when a transcript of student records will be forwarded to another school when a student transfers.

**STUDENT RECORDS & DIRECTORY INFORMATION** – Records are kept for each student that include grades, attendance records, testing results, etc. Parents have the right to (1) inspect and review educational records, (2) request an amendment of the educational records, (3) consent to disclosure of information, (4) file a complaint with the U.S. Dept. of Education regarding alleged noncompliance with the law, (5) obtain a copy of the records policy, and (6) withdraw students' directory information from general release.

Directory information shall include, but not be limited to, the student's name, address, telephone number, date and place of birth, dates of attendance, and other similar information. Student directory information will be provided to the public without parents' consent unless the parents have notified the administration in writing that they do not want directory information released without their consent.

### **RELEASE OF ROSTER INFORMATION**

Each year we ask parents to fill out a new information sheet. This information is used to up-date permanent records. In the best interest of our students we use great discretion in releasing this information. Parents may sign a form requesting that we **not release roster information concerning their children.**

### **DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

### **EXTRA CURRICULAR ACTIVITIES - ATTENDANCE REQUIREMENTS**

A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration. (Code No. 503.5 R-1)

### **ADMISSIONS**

When students are transferring from another school, parents should arrange to provide copies of their academic record to insure their admission to the proper classes. Final admissions will not be made until a thorough evaluation of student records can be reviewed.

### **LOST TEXTBOOKS/WORKBOOKS**

Approximate charges for lost textbooks:

1-year-old	100% of purchase price
2 years old	100% of purchase price
3 years old	100% of purchase price
4+ years old	75 % of purchase price

Damages need to be assessed depending on if the book can be reused and how it has affected the life of the book.

### **FEES**

School fees should be paid promptly. If a student or his family has a financial problem which affects the payment of school fees, the situation should be brought to the attention of the administration where suitable arrangements can be made.

If a student enters:

- a. Before end of the 1<sup>st</sup> quarter - 100%
- b. Between 1<sup>st</sup> quarter and end of first semester - 75%
- c. After start of second semester - 50%

If a student leaves

- a. Before the end of 1st quarter - refund is 90%
- b. After 1st quarter, but before end of 1st semester - refund is 50%
- c. After start of 2nd semester, but before end of 3rd quarter - refund is 40%
- d. After end of 3<sup>rd</sup> quarter - refund is 0%

**SCHOOL DELAYS, CANCELLATION, OR EARLY DISMISSAL** - Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Radio stations KCOG 1400 and numerous other radio and television stations cooperate in announcing days when school will be canceled or there is an early dismissal for any reason. In the event of no school, this announcement will usually be made by 6:30 a.m. Early dismissal announcements will be made as early as possible.

The following options will provide information about Centerville's upcoming changes:

Radio	Television
WHO (1040 AM)	KTVO (Channel 3)
KCOG (1400 AM)	KCCI (Channel 8)
KLYF (100.3 FM)	WHO (Channel 13)
	WOI (Channel 5)

### **ANNOUNCEMENTS**

Special announcements are made before school begins and before dismissal. Parents need to call the building secretary as early as possible to ensure there is time for the message to be recorded and announced.

### **AFTER SCHOOL ACTIVITIES**

A variety of after school activities will be provided. Information will be sent home about each activity for which students may register. Permission slips are required for participation and a material or usage fee may be charged. Parents are responsible for student's transportation. After school activities are usually over at approximately 4:30 p.m.

### **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

Medication shall only be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration, and the medication is in the original container, either as dispensed or in the manufacturer's container. The container shall contain the name of the child, name of the medication, directions for administration and the duration.

Only the school nurse or a person who has successfully completed an administration of medication course shall have access to the medication. Medication shall be stored in a secured area. Students may carry medication only with the approval of the building principal of the student's attendance center.

Students who have demonstrated competence in administering their own medications may do so. A written statement by the student's parent shall be on file requesting self-administration of medication, when competence has been demonstrated. Some students may need prescription and non-prescription medication to participate in their educational program. These students shall receive medication concomitant their educational program.

When administration of medication requires on-going professional health judgement an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

A written medication administration record shall be on file. Medication information shall be confidential information, and shall be available to agency personnel with parental authorization.

### **BUS ROUTE AND OPERATING POLICIES**

Bus routes and stops are planned and established by the Director of Transportation. Safety, economy, efficiency, and allocation of resources are some of the considerations, which will be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

### **BUS SAFETY**

All students riding a bus are subject to the following regulations. Any misbehavior, which distracts the driver, is a hazard to the safe operation of the vehicle and jeopardizes the safety of the passengers.

Every school bus and driver has been supplied with School Bus Incident Reporting System, which reflects the rules of student conduct. Rules are posted at the front of each bus. Students will be cited for the following activities:

Failure to remain seated	Refusing to obey Driver
Fighting	Profanity
Lighting matches (lighter)	Use or possession of Tobacco
Throwing objects out of bus	Hanging out of window
Spitting	Disobeying Bus Monitor
Bothering others (Disrespectful)	Vandalism
Eating or Drinking	Other Illegal Acts
Throwing objects on bus	Other inappropriate behavior

Within three days of your child being reported for any founded violation, the Director of Transportation or designee will take the disciplinary actions outlined below. Parents will be notified of any disciplinary action by the Director of Transportation or designee. More serious offenses, as decided by the school bus driver and described below, may result in immediate suspension of riding privileges.

To ensure addressing the discipline concern promptly, conferences must be arranged within three school days of the report being filed. If a family does not have a home phone, the emergency number or contact person listed on the student's school records will be contacted to establish the conference.

**First Citation** Conference may consist with Director of Transportation or designee, student, parent(s) and within 5 days from when the report is filed. If the conference is not held within 5 school days, unless the delay is wholly caused by school personnel, the student will not ride the school bus until the conference is held.

**Second Citation** Suspension of riding privileges for one to four days.

**Third Citation** Suspension of riding privileges for five school days or more as determined by the Principal and the Director of Transportation. On the third and succeeding citations, all school transportation privileges are suspended. This includes field trips and athletic trips.

**More Serious Offenses** May result in the immediate suspension of riding privileges. The bus driver will notify the Director of Transportation and the parent informing them of the immediate suspension of riding privileges. The riding privileges will be suspended until appropriate behavior is guaranteed and atonement is made for the offense. Parental conferences must be held before riding privileges are reinstated.

**More Serious Offenses** could include but are not limited to any of the violations listed in the violations' section. In addition to the offenses listed above, a student receiving a second citation before the first citation is resolved, will lose riding privileges until both citations are resolved. This provision of the rules is intended to allow the immediate suspension of riding privileges for

students whose behavior distracts the driver and/or increases the danger to the bus, the driver, or to other students.

The Centerville Community School District Board of Education has authorized the use of video cameras on some school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child. **Videotaped record of the student misbehavior is not required for the student to be determined to have violated the school rules.**

### **BUILDING SECURITY**

During the school day outside classroom wing doors are locked. All visitors and parents must enter through the main doors and sign in and out at the school office.

### **BICYCLES**

Centerville ordinances require the registration of all bicycles. In addition, students should record their bicycle serial numbers. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. All bicycles will leave the school grounds by the east entrance after the buses leave the parking lot via West Francis Street. (Code No. 502.3) Students who ride bicycles to school are expected to abide by local traffic laws and practice bicycle safety. Upon arriving at the school grounds the bicycle is to be parked in the bicycle rack and is to remain there until the student goes home. Bicycles are not to be ridden during the regular school day. Students who ride bicycles will be dismissed at the same time as those who walk. Students who fail to follow the rules will have the privilege of bike riding removed, may also be subject to additional discipline. Rollerblades, roller skates, skateboards, scooters, and snowboards should be used to get back and forth to school and should not be brought into the school building at any time.

### **ARRIVAL AND DISMISSAL**

**STUDENTS BEING DROPPED OFF BETWEEN 7:30 AM AND 8:00 AM OR PICKED UP BETWEEN THE HOURS OF 2:50 P.M. AND 3:30 P.M. SHOULD USE THE WEST PARKING LOT BEHIND LAKEVIEW.** Students should not arrive at school before 8:00 a.m. and should leave for home promptly after being dismissed. Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. **Front drop off is reserved for buses only.**

### **STUDENT TRANSPORTATION/DISMISSAL**

Students who are going home other than the way they normally do are to bring a note from their parents or the school must receive personal telephone communication from the parents. The notes will be sent to the office and filed for the rest of the school year. If the student rides a bus they should bring the note to the office and office personnel will issue a bus pass that they will present to the driver before boarding the bus. In the interest of student safety everyone must follow this procedure.

**SCHOOL DAY** – A normal day is from 8:00 am – 3:15 pm. Students arriving after 8:15 are considered tardy. Students leaving before 3:00 pm will be counted as a half day tardy.

Students that arrive at Lakeview before 8:00 a.m. may go to the gymnasium. Beginning at 7:45 a.m. students are supervised. Before 8:00 a.m. students may wait in the entry way @Lakeview.

### **ART, MUSIC, P.E., ETC.**

Art	All students	2 - 30 minute periods per week
Guidance	All students	1 - 30 minute period per week
Library Skills & Keyboarding	4th grade	1 - 30 minute period per week
Music	All students	2 - 30 minute periods per week
P.E.	All students	2 - 30 minute periods per week



### **HEALTHY KIDS ACT**

The Healthy Kids Act was enacted on July 1, 2009. All food sold in ala Carte, vending machines and fund raisers during the school day must pass Healthy Kids Act Lunch Program content standards. Fundraisers may include, bake sales, Sweet Friday, and school stores. Our lunch programs, physical activities and fundraisers follow these guidelines.

### **GRADING SCALE - LAKEVIEW**

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Parents are expected to review a child's homework and their child's planner daily.

### **DETENTION POLICY:**

Detention Policy for Grades 3-6(This is an effort to raise students' awareness of the importance of completing homework to assist in their individual learning process.)

"Each classroom teacher will check students in at the beginning of each day. A student not having

- (1) assignment completed will be given a warning,
- (2) incomplete assignments will result in a 15 minute detention after school,
- (3) incomplete assignments will result in a 30 minute detention after school.

Students will call parents and/or take a notice home letting the parents know that they will need to serve this detention that day, or the following day after school. Failure to attend the detention on time will result in an additional 15 minutes of time being added.

### **INCOMPLETE WORK**

Students turning in work late will receive a 20% deduction the first day it is late and no credit after that.

### **GUIDANCE**

A counselor is available to help students with social problems, personal problems, and crisis situations. Students are encouraged to make use of these professional services by arranging for an appointment with the counselor or their teachers.

### **AEA - Great Prairie**

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*. If you have any questions and/or concerns about these services, please call the AEA Regional Special Education Consultant at the AEA at 641-682-8591.

### **AMERICORP PROGRAM**

The Americorps program is a federally funded program to help students having difficulty in school. Students who need extra help may be sent to the Americorps room to be tutored in a specific skill. They may also be sent there if they do not complete their assignments on time. They also sponsor an after school program and a summer program. These programs are voluntary and parents will be notified about enrolling in these programs. Americorps personnel

are available at 7:45 each morning for tutoring and after school M-Thurs. *This is available for all grades 2-5.*

### **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

**ANIMALS IN THE CLASSROOM** – Animals in the classroom can be and have been a safety hazard. Live animals are permitted in school facilities only for educational purposes and within the following guidelines: a. Advance teacher permission is attained. b. The animal is brought to school by the parent or owner. c. The animal is supervised by parent or owner during the classroom visit. d. The animal doesn't present a hazard to health and welfare of students or staff. e. The animal is removed from the facility as soon as the visitation is completed. Animals are not permitted to travel on school buses.

### **AUDIO-VISUAL MATERIALS**

Our school has an excellent collection of audio-visual and other multi-media equipment. Proper care and security of this equipment is essential in order to maintain this exciting and effective aspect of our teaching program. Students are not allowed to operate or be in possession of audio-visual equipment without permission from their teacher. Use of the equipment is restricted to school activities.

### **AWARDS**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. An assembly is held near the end of each school year for the presentation of these awards.

### **BAND**

Instrumental instruction in our school begins in fifth grade. Beginners may obtain instruments by purchasing or trial leasing from music dealers at Beginning Band Night held early in September. Instruments may also be purchased from other retail dealers or private sources. Some students will be selected by desire and ability to play school-owned instruments.

Each student will receive one 20-minute private or small group lesson per week. Lessons are held during school time with some lessons prior to and following the regular school day. Five weeks of summer lessons are offered of all fifth grade band students. Each student receives one private lesson each week. Lessons are scheduled from 8:00 a.m. to 4:00 pm.

Fifth grade band meets twice a week beginning in September.  
More information about band may be found in the band handbook.

### **CHORUS**

All students at Lakeview have an opportunity to sing in a choral group. To become a member the students must be interested in singing and have parental permission. The choruses perform at two concerts each school year. Auditions for 5<sup>th</sup> grade chorus will be held the first two weeks of each semester.

### **DISCIPLINE**

School discipline is guidance for the conduct of pupils in a way which permits the orderly and efficient operation of the school so that maximum educational benefits for all pupils can be achieved.

Discipline will focus on the positive rather than the negative. Self-discipline is the optimum goal to be achieved by each student. Therefore, the ultimate purpose of discipline is to help each child develop self-control and respect for proper authority.

**TAG**

Students are identified for TAG services through multiple measures. Parents are communicated with regarding their child’s participation. The TAG program is project-based at the 2<sup>nd</sup>-5<sup>th</sup> grade level. Students participation will be fluid through these grades and multiple units.

**TESTING**

**Iowa Assessments** - Tests are administered to nearly all students at Lakeview. These tests are given in the spring and the results are available to parents before the end of the school year.

**OTHER TESTS INCLUDE-**

**AEA-GREAT PRARIE** – Assessments and probes, as needed to serve students

**A-READER** – Comprehension screener to indicate future success in acquiring reading skills

**STAR READING ASSESSMENT-** Reading comprehension indicator

**STAR Math-** Math ability indicator

**FAST** – Fluency & Comprehension screeners to indicate future Reading success

**Behavior Consequence Matrix**

Minor behaviors: work not compleed, overt disrespect, non-compliance, tardiness, truancy, disruption of instruction, abusive language and harassment. The level of consequences apply to occurrences of behavior that happen within a week (Monday-Friday)

1st Occurrence	2nd and 3rd occurrences	4th occurrence	5th occurrence
Could Include	Could Include	Could Include	Could Include
Teaching interaction (mandatory)	Refocus Room	See student advisor (mandatory)	Re-teach behavior (mandatory)
Loss of Privilege	Re-teach behavior (mandatory)	Re-teach behavior (mandatory)	Loss of Privilege
Non-verbal cue	Loss of Privilege	Loss of Privilege	Office referral (mandatory)
Verbal warning	Non-verbal cue	Non-verbal cue	Verbal warning
Parent contact	Verbal warning	Verbal warning	Parent contact (mandatory)
Time-out	Parent contact	Parent contact (mandatory)	Time-out
	Time-out	Time-out	

Major behaviors: Physical aggression toward adults or peers, repeated non-compliance (5+), repeated disruptions of instruction (5+), destruction of property, possession of weapon, possession of drugs or alcohol, theft, repeated abusive language directed toward an adult or peer (5+)

Would include	Would include	Would include	Would include
Office referral	Office referral	Office referral	Office referral
Parent contact by administrator	Parent contact by administrator	Parent contact by administrator	Parent contact by administrator
Re-teach behavior	Parent meeting with administrator and teacher	Parent meeting with administrator and teacher	Parent meeting with administrator and teacher
	Contract between student-teacher-parent	Formal SAT behavior plan considered	Individual or small group instruction for behavior
	Re-teach behavior	Individual or small group instruction for behavior	Referral to the Ed. Center
Administrator decision on loss of privilege (options could be: verbal reprimand, extended loss of social interaction or other privileges, in-school suspension, out-of-school suspension)	Administrator decision on loss of privilege (options could be: verbal reprimand, extended loss of social interaction or other privileges, in-school suspension, out-of-school suspension)	Administrator decision on loss of privilege (options could be: verbal reprimand, extended loss of social interaction or other privileges, in-school suspension, out-of-school suspension)	Administrator decision on loss of privilege (options could be: verbal reprimand, extended loss of social interaction or other privileges, in-school suspension, out-of-school suspension)

**RESTRAINT, CONFINEMENT AND DETENTION RULES** – This relates to the revised rules to Iowa Adm Code 281-Chapter 103, relating to corporal punishment in schools. The purpose of such rules is to define the limitations placed on school employees in applying physical contact or

force to enrolled students, and to require that any such force or contact is reasonable and necessary under the circumstances.

If a student is physically confined and detained, the area of confinement shall be of reasonable dimensions, free from hazards, have sufficient light/ventilation, and have a comfortable temperature. Reasonable break periods shall be afforded the student to attend to bodily needs. The period of detention and confinement must be reasonable considering the age, size and physical and mental condition of the student. If a period of physical confinement and detention exceeds the shorter of 60 minutes or the school's typical class period, staff members shall evaluate the continued need for physical confinement and detention, shall obtain administrator (or designee) approval for continued confinement and detention beyond the initial periodic reevaluation, and shall comply with any administrator directives concerning any continued confinement and detention. Adequate and continuous adult supervision is to be provided (This does not mean non-stop, line of sight view of the student. This requirement may be met by an adult within proximity of the seclusion room who may readily detect changes in the student's status and respond with swiftness. The Dept. of Ed. would expect periodic visual assessment of students.) Material restraints cannot be used to effect confinement. The enclosure must be readily opened from the inside.

Physical restraint and physical confinement and detention shall not be used as discipline for minor infractions (such as "disrespect" or "Talking out of turn"). All school employees, before using physical restraint or physical confinement and detention, shall receive adequate and periodic training, which shall be documented and which shall include training on these rules.

If a student is subjected to physical restraint or physical confinement and detention, the school shall maintain documentation for each such occurrence, containing at least the following information: names of the student and employees involved as well as the administrator who authorizes any additional periods of confinement..date, time, and duration of the occurrence..actions of the employees involved before, during, and after the occurrence, including student and staff debriefing..the alternatives attempted before the occurrence..a description of any injuries and any property damage..and a description of future approaches to the student's behavior. The school shall attempt to notify a child's parent or guardian on the same day the child is subjected to the occurrence. The student's parent or guardian must be provided a written copy of the documentation listed above, postmarked within three school days of the occurrence. No employee shall use any prone restraints (defined as those in which an individual is held face down on the floor). Employees involved in the used of a prone restraint as a result of an emergency must take immediate steps to end the prone restraint. No employee shall use any restraint that obstructs the airway of any child. If an employee physically restrains a student who uses sign language or an augmentative mode of communication, the student shall be permitted to have their hands free of restraint for brief periods, unless an employee determines that such freedom appears likely to result in harm to self or others.

### **EXPULSION**

The Board of Education may, by a majority vote, expel any student from school for a violation rules and regulations approved by the Board or when the presence of the student is considered to be detrimental to other students or to the purposes for which school is conducted.

**INTERROGATION BY OUTSIDE AGENCY** – As a general rule, students may not be interrogated by individuals from outside of the school district. A request for an interrogation must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. With the exception of a child abuse investigation, the administrator shall attempt to contact the parent or guardian of the child before allowing any interrogation.

**BULLYING, INITIATIONS, HAZING OR HARRASSMENT** - Harassment, bullying 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 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, student advisor or principal; and
    - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
      - what, when and where it happened;
      - who was involved;
      - exactly what was said or what the harasser or bully did;
      - witnesses to the harassment or bullying;
      - what the student said or did, either at the time or later;
      - how the student felt; and
      - how the harasser or bullying responded.

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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **HARASSMENT**

The Centerville School District strongly opposes harassment in any form. Harassment is against district policy and is a violation of Title VII of the Civil Rights Act of 1964. It is also unlawful to retaliate against a person who has lodged a complaint of harassment. Reports of harassment are extremely serious and will be dealt with as such.

Any student who suspects that she or he has encountered harassment should report the incident to a teacher, guidance counselor, or principal as soon as possible. (See board policy #503.7) (See Bullying in student handbook.)

**DRUGS, ALCOHOL, AND TOBACCO** – A student shall not knowingly possess, use, transmit, or be under the influence of any tobacco, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalant, or intoxicant of any kind while on school grounds (or school transportation) or off the school grounds during a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Violation of controlled substance rules will result in disciplinary action that may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate suspension and

will be reported to appropriate law enforcement agencies. (Refer to Bottom Line Behaviors on page 9)

### **CAFETERIA RULES**

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. Due to health reasons students will not be able share their food.

### **CHEATING**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified.

### **CLASSROOM PARTIES**

The three major classroom parties will be held for Fall, Winter, and Valentine's Day. Treats may be brought in for student birthdays, after the date and time is cleared with the classroom teacher. We do encourage healthy snacks.

### **CONFERENCES**

Parent/Teacher conferences will be held near the end of the first six weeks of school and the end of third quarter. Additional information about conferences will be sent to the parents as that time approaches. Teachers or parents are encouraged to arrange additional conferences on an as-needed basis. Parental questions or concerns may develop, but school staff may not be aware of them. Therefore, it is essential that parents contact the school when these conditions exist. The staff is committed to the total welfare of children and any information is important to meeting their needs.

A parent should follow the procedure below when a problem, concern, or question exists:  
1.) Contact the teacher. 2.) Arrange a conference and discuss the issue. 3.) Determine resolution. 4.) If unresolved, refer to the principal. 5.) If unresolved, refer to the superintendent. 6.) If unresolved, refer to the Board of Education.

**PARENT TEACHER ORGANIZATIONS** – Our building has an active PTO. Parents are encouraged to become involved in these organizations that usually meet once a month. Please contact the school office or PTO president for additional information about your PTO. PTO meetings will be announced whenever possible in the monthly school newsletter or by notes sent home with your child. PTOs serve as a support for student education, to communicate information about the schools to parents, and to survey the community about desired educational services.

**LOST AND FOUND** – Lost and found articles are brought to the secretary's office in each building. Parents are urged to mark children's jackets, overshoes, mittens, lunch box, etc. in order to assist in identification. Loss of articles should be reported by the student to their teacher. Students are to turn into the office any articles they might find. Those items which are not claimed by the end of the school year may be discarded or donated to charity.

### **DAILY SCHEDULE**

7:30 a.m.	Office is open
7:45 a.m.	Teachers on duty/Breakfast is served/Students gather in gym
8:00 a.m.	Students may enter their classroom
8:15 a.m.	Tardy
8:20 a.m.	Opening Exercises/School day begins
10:50 a.m.	2 <sup>nd</sup> grade lunch
11:20 a.m.	3 <sup>rd</sup> grade lunch
11:50 a.m.	4 <sup>th</sup> grade lunch
12:20p.m.	5 <sup>th</sup> grade lunch
TBA	Activities (band, chorus, etc.)
3:10 p.m.	Announcements
3:15 p.m.	All students being picked up may leave.
3:20 p.m.	Students riding the bus are dismissed. Walkers follow.
4:00 p.m.	Office closes
3:45 p.m.	Teachers contract time ends

### **STUDY PERIODS**

Most students will have a formal study period in their regular daily schedule. Study period attendance is controlled just like any other class. Work is accomplished on an individual basis and self-discipline is the key to the successful use of the study period. Parents should encourage students to plan their work carefully and use their study period wisely.

### **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits: 1) Come to class prepared with pencil, paper, and other necessary materials. 2) Be an active participant in class. Listen well and take part in class. 3) Ask questions to clarify problems. 4) Plan your day and schedule time for homework. 5) Use what is learned and apply it to new situations. 6) Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

### **DANGEROUS WEAPONS**

Dangerous weapons, whether real or toy, will not be allowed at Lakeview. This includes water guns.

Dangerous weapons policy will follow Board Policy 502.8. (See Behavior Policy.)

### **ELECTRONIC DEVICES**

We strongly recommend that electronic devices such as cell phones, gameboys, CD players, walkmans, I-pods, etc., not be brought to school. Cell phones may be brought to school, but **they must be turned off and in the student's book bag.** Electronic device that deter a student's education will be taken to the main office where parents must pick them up.

### **EMERGENCY DRILLS**

Fire drills and tornado drills are conducted twice each semester. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and facing toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. A detailed emergency preparedness plan is available in the school office.

### **EVACUATION PLAN**

Hopefully, we will never need to take students from the immediate area. If it is necessary to evacuate the building students will be moved to a predetermined location. If it is necessary for students to be picked up at this location parents will be notified. If the emergency is cancelled the students will return to school. For the safety of all the students please do not try to pick your child up before the emergency has been cancelled.

### **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year. Trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and may be asked to sign field trip permission forms. Appropriate school attire is expected on field trips. It is an extension of the classroom so school wide rules are still in place.

### **FIGHTING**

Fighting is strictly forbidden in the school or on the school grounds. Breaking this rule will result in behavior policy being enacted. (See Bottom Line Behaviors.)

### **FLOWERS, BALLOONS, GIFTS**

Deliveries to students, such as, flowers, gifts, and balloons will not be taken to classrooms. Students will be notified of the deliveries and can pick them up in the office after dismissal. All flowers and plants should be in unbreakable containers. Students riding a bus will not be allowed to take flowers or balloons on the bus.

**DISTRIBUTION OF MATERIALS** – Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material directly to the building principal at least 48 hours in advance of desired distribution time. Specific guidelines can be found in Board Policy 502.12R, available in the office.

**FOOD AND DRINKS**

Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria and the playground. The presence of food and drink in the classroom is very disruptive and causes a considerable litter problem. Students are expected to cooperate with this policy at all times, unless the Principal grants permission for a variation.

**FUND RAISING**

Fundraisers will be held with the approval of the building principal and/or the faculty senate.

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**GIFTS**

Gifts are not to be given, received or exchanged at school.

**GUM**

Our school has policy, which governs the use of gum during school hours:

1. NO GUM. Students are expected to comply with all aspects of this policy.

**HEAD LICE (ADMINISTRATIVE PROCEDURES)**

1. Identification of students to be examined will be made based upon observable signs and symptoms by teacher or secretary or at request of parent or guardian.
2. The nurse or trained school personnel will perform a head lice assessment on each referred child. Each confirmed instance of a student having head lice will be recorded. Records will be kept according to confirmed head-lice instances by day, month, classroom, and building. Said records will be periodically monitored to determine the status of the head lice problem.
3. Identification of live head lice or nits close to scalp (<1/2") is necessary before treatment can be recommended.
4. Effort will be made to contact parent or guardian to take the child home and to commence treatment.
5. If unable to locate parent, child will be separated from other students but will be allowed to continue schoolwork. Students may stay in class with other students but should be monitored to avoid head-to-head contact.
6. Parent(s) or guardian(s) of affected student will be given printed instructions and specific instructions for treatment. Recommendations will be given regarding treatment of family, home environment, and other persons who may have had recent exposure to the student or home.
7. If one case of head lice is found in a class, effort will be made for school nurse or other trained personnel to check classmates located closest to affected student, siblings, and other students living with affected student.
8. If 10% or more cases are found in one class within 14 consecutive calendar days, all children in that class will be examined as soon as possible. Notes will be sent home to all parents of students in that school building identifying the concern and giving recommendations for follow-up by parents.
9. Preventative information will be sent home to parents in the form of newsletters according to need as identified by school nurse. In addition the school nurse will be responsible for ongoing community education in regards to identification and treatment of head lice infestations. Student will be readmitted to school as soon as proof of treatment (e.g., box top of shampoo) is provided to school. Student will be rechecked upon return to school and again in 7-10 days by school nurse or other trained school personnel.

**MEDICATION** – Students may find it necessary to take medication during the school day. Medications should be given at home if possible. Medication shall be given at school only when the student's parent provides a signed and dated statement requesting medication administration. The medication must be in the original labeled container. The statement shall include the name of the child, name of the medication, directions for administration and the duration of time it is to be given.

Dispensing of medicine will be done only by school personnel who have the Certification to Dispense Medication. All medication shall be stored at the office.



### **HOMELESS DESIGNATION**

Chapter 33 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

### **HOT LUNCH MEAL**

A student must take three of the five components: meat/meat alternate, fruit, vegetable, bread, and milk. To vary from this regulation a written letter from a qualified medical doctor specifying the food(s) the child cannot eat must be on file. This is done only in extreme cases of the child being allergic to specific foods. If a child is eating hot lunch, they cannot supplement the offered foods.

### **HOT LUNCH ALA CARTE PROGRAM**

Lakeview School has ala Carte available after lunch is served. Items include but are not limited to: Milk, juice, water, yogurt, fruit snacks, nachos & cheese, chips, cookies, cereal bars, beef sticks & ice-cream. Students may purchase ala carte if they participate in hot lunch or they bring a lunch from home. The family account must be positive for students to be able to purchase ala Carte. A yearly permission form must be returned and processed before students can charge ala Carte items or milk to the family account. Daily limits may be placed on the account if desired. Students may also pay cash for ala Carte. Ala Carte is not intended to replace a nutritious meal, but r

### **HOT LUNCH/BREAKFAST/A LA CARTE SCHEDULE AND FEES**

Lunches at Lakeview are served in three sessions.

7:45-8:10 a.m.	Breakfast
10:50 a.m.	2 <sup>nd</sup> grade lunch
11:20 a.m.	3 <sup>rd</sup> grade lunch
11:50 a.m.	4 <sup>th</sup> grade lunch
12:20p.m.	5 <sup>th</sup> grade lunch

The student lunch price is \$2.65. If you would like to eat with your son or daughter, adult lunch is \$3.55. The price for breakfast is \$1.70 daily, and \$2.15 for adult. Ala Carte items are available for purchase after all meals are served. Students must have a Positive Balance in their account to purchase Ala Carte items. Ala Carte items are the students’ responsibility to pay for even if they qualify for free or reduced meals, as the government does not subsidize these items.

Students will not be approved to purchase ala carte items unless this is requested by their parents. Parents will be able to request that their child be allowed to charge ala carte items by marking on the form provided and returned to school. At any time parents wish to make any changes of status or put a limit on the amount spent, they need to write a note to the Nutrition Department. If parents have any questions they may call 856-0643 from 7:30 A.M. to 3:00 P.M. Payments may be sent to Centerville Nutrition Department, 1800 South 11<sup>th</sup> St., Centerville, IA 52544, or send to school in an envelope, labeled with student’s name and lunch ID number. The Centerville Department of Food and Nutrition uses the Lunch Cashier Computerized System to keep track of family meal accounts. Confidentiality continues to be one of our main goals and this program allows maximum confidentiality for all families, whether paid, reduced, or free.

Each student has a four-digit lunch ID number; students use their lunch ID number whenever they purchase items in the cafeteria.

The cashier system will enable parents to write one check that will be deposited into a family account. Please write the student’s name and lunch ID number on the payment.

When a student's account reaches a low balance, a reminder will be sent home with the student. Remember that this is not a charge account. Accounts are to be prepaid. rather supplement one.

### **HUMAN GROWTH AND DEVELOPMENT INSTRUCTION**

Parents or guardians may review the materials utilized in human growth and development instruction by contacting the building principal or curriculum director. Additionally, they may have their children removed from instruction in human growth and development by providing a written request to the school principal.

### **ILLNESS OR INJURY**

Students who feel ill or have been injured should notify their teacher or supervisor immediately. Emergency or minor first aid will be administered if a person competent to do so is available. The school will attempt to contact the parents and make appropriate arrangements. It is essential that the school have up-to-date home, work, and emergency numbers. If a student becomes ill while at home for lunch, the parent should notify the school immediately. Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital.

### **IMMUNIZATIONS**

The Iowa Immunization Law requires that all students be immunized against nine diseases: Diphtheria, pertussis, (Whooping cough), tetanus, polio, measles, mumps, rubella, Hepatitis B, and chickenpox. A 1991 Iowa law required that anyone entering kindergarten in September of 1991 or thereafter must have two doses of the measles vaccine. A 1999 Iowa law required that anyone entering kindergarten in September of 1999 or thereafter must have a three dose series of Hepatitis B vaccine. Effective July 1, 2003, a chickenpox vaccine is required for children entering kindergarten. The rules state, "at least one dose of chickenpox vaccine received after the applicant was at least 12 months of age or had reliable history of natural disease if born on or after September 15, 1997" A completed immunization card must be in the possession of the school, or in the records to be transferred, in order for the student to attend Centerville Schools. Children who have an incomplete immunization card, but have completed one series of the required shots (Polio, DPT, MMR, and Hepatitis B), may attend school on a provisional basis. These children must complete their immunization card in the time specified by the school or the children will be denied continued admission to Centerville School. Contact your doctor, county public health nurse, school nurse, or school secretary if you have any questions.

### **INSURANCE**

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care.

### **LASER LIGHTS**

Laser lights will not be permitted at Lakeview. Laser lights brought to Lakeview will be kept in the office until a parent picks it up. If a student brings a laser light the second time to school, it will be confiscated.

### **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for all grades in the school. They are held for the purpose of library instruction as well as for enjoyment of the materials and books. Students are allowed to use the library during school hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, and do reference work or work on special projects. Each student may check out one or two books for a period of up to two weeks. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value.

### **LOCKERS/DESKS**

School officials may conduct periodic inspections of all, or a randomly selected number of school lockers/desks without prior notice. The school reserves the right to check any locker where there is reason

believe that it may contain articles improperly obtained from the school, or items which, by their nature, create a hazard or violate the policies of the school, or any laws of the state of Iowa.

Students are expected to check their lockers/desks frequently to be sure they contain only those articles belonging to them or property borrowed by them within the limits established above.

It is generally unwise to create excessive temptation for others to enter your locker/desk by

leaving valuables or other articles, which may create an unusual interest for others. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. (See also Valuables)**

### **LOITERING**

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging' around" before school, between classes, or after school. Non-students are not permitted on the grounds at any time during the school day unless they have special permission.

**TELEPHONE USAGE –** The school telephones are for business purposes. Personal usage of the telephones is discouraged. If a student must be contacted at school, please leave a message with the secretary rather than calling the student to the phone. Most teachers have voice mail but parents should leave urgent messages with the secretary.

### **MAKE-UP WORK**

Teachers will provide make-up work for absences. Parents need to call the office to request homework.. Requested homework assignments will be available for pickup between 3:00-3:30 p.m. Teachers will not be expected to interrupt teaching to prepare homework assignments. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. In case a student's absence is known in advance, the teacher should be notified and planned assignments will be given. **Two** days per one-day absence will be allowed for completion of make-up work due to absence.

### **MID-QUARTER REPORTS**

Mid-quarter reports to parents will be sent during the fifth week of each quarter or during the fall parent/teacher conferences. Parents may receive e-mail reports weekly from their student's teacher. Parents also have access to student's grades on a real time basis through the Power School online program.

### **MULTICULTURAL, GENDER FAIR**

Board Policy 603.13 Multicultural Gender Fair Program, "Children enrolled in school shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, socioeconomic stats, color, sex, marital status, national origin, ability, sexual orientation, gender identity or disability.

The program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect for appreciation from the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **NEWSLETTER**

A school newsletter containing items of interest to students and parents will be distributed monthly. The newsletter will feature timely information. Classroom and individual notices and reminders will be sent home periodically.

### **OFF-LIMIT AREAS**

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed.

These areas include the air handler room, storage areas, faculty workroom, kitchen maintenance area, and the trash collection compound. Students are expected to cooperate and refrain from playing in or going into these areas.

### **PARENT VOLUNTEERS**

Lakeview School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs and extra-curricular activities. Please contact the Principal/Teacher if you have time you can share to make our school a better place for students to learn and grow. There is a formal paperwork process that must be completed prior and have school board approval. The approval is good for 1 year; at which time the process must be repeated.

### **PARTY INVITATIONS**

Invitations for parties will not be handed out at school unless each student in the class is invited (all boys or all girls depending on the gender of the party host).

### **PERSONAL HYGIENE**

Students are expected to be neat and clean. Those with unusual circumstances should be referred to the school nurse for counseling. Additional follow-up may be necessary from the guidance department.

### **PETS**

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. Pets need to be up to date on **ALL** shots and provide evidence of shots.

### **PICK-UP OF STUDENTS**

When dropping off and picking students up before or after school we would appreciate parents using the back parking lot. During the day after school has started at 8:20 a.m., you may use the front parking lot.

### **PICTURES**

Individual student pictures will be taken early in the school year. Within six weeks of the photography session the pictures will be available. Class composites will also be made available to all students at no charge. Casual photos will be available for students in the spring.

### **PLAYGROUND RULES**

Students are to remain on the blacktop or designated play area during outdoor recess. If the designated grassy areas are wet or muddy that area will be off-limits. Misuse or destruction of playground equipment will not be tolerated.

### **RECESS POLICIES**

Weather permitting; students are given a twenty-minute recess each day for the fourth and fifth grades and fifteen minutes for sixth grade. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during outside recess. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge.

### **PLAYGROUND SUPERVISION**

School staff will supervise the playground outdoor recess. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised before or after school and students are expected to leave for home immediately following dismissal.

### **PROMOTION STANDARDS**

Promotion standards are in effect for all Lakeview students unless a student has a Special Education IEP goal that establishes a different promotion standard in reading, math, or written

language. A copy of the promotion standards will be reviewed with the students at the beginning of the year and sent home with handbooks for parents to view.

Parents and students will receive mid-quarter progress reports and quarterly report cards to indicate academic progress. CCC reports will be included in all quarterly report cards. The following information will also be made available.

- Second quarter – Promotion standards will be detailed for parents and students.
- Third quarter conferences – Student progress toward meeting promotion standards will be provided to parents and students.

Student's achievement of the above standards will determine promotion.

It is very important to note: Students who are not promoted at the end of the regular school year may be given the opportunity to earn promotion during summer school.

**SEXUAL HARASSMENT** – The Centerville School District opposes sexual harassment in any form. Sexual harassment is against district policy and is a violation of Title VII of the Civil Rights Act of 1964. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment. Reports of sexual harassment are extremely serious and will be dealt with as such.

Any student who suspects that she or he has encountered sexual harassment should report the incident to a teacher, guidance counselor, or principal as soon as possible.

### **STUDENT PROMOTION, RETENTION, ACCELERATION**

Students will be promoted to the next grade level at the end of each school year based on several factors. These factors include the student's achievement, age, maturity, emotional stability, and social adjustment. Student achievement as measured by multiple assessments as specified in the board approved "Promotion-Retention standards" shall be the major factor to be considered for students in grades 3-8.

The retention of a student will be determined on the judgment of the certified staff and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents shall be informed.

Students in grades nine through twelve will be informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the board to deny graduation to a student.

Students with one or more exceptional abilities who, in the judgment of administrative and certified personnel, would benefit from acceleration in the education program may take classes in areas beyond their current grade level or participate in other approved forms of acceleration. Parents shall be contacted and agree to the acceleration of the student.

More specific guidelines, if needed, will be in the building level student handbooks.

### **RENEWED SPECIAL EDUCATION SERVICES DELIVERY SYSTEM (RSDS)**

In addition to classroom teachers, the Centerville Schools have several individuals who are available to help you and your child. We have a guidance counselor, principal, school psychologist, school social worker, speech pathologist, occupational and physical therapist, teacher of the visually and hearing impaired, special education and Chapter I teachers, and an educational consultant. All of these people are employed to assist you, your child, and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress or they may observe your child in the classroom or visit with him/her if the need arises. On occasion, these professionals may participate in discussions about your child and provide recommendations or interventions to improve his/her success in school.

### **REPORT CARDS**

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

### **SCHOOL SUPPLIES**

Lists will be provided at the time of registration. Please label all school supplies, lunch boxes, gym shoes, coats, sweaters, and hats. Please keep school supplies replenished throughout the school year.

### **SKATEBOARDS/ SCOOTERS/ROLLER BLADES/SHOE SKATES**

Skateboards, shoe-skates, roller-skates, roller blades, snowboards, scooters, and similar devices may not be ridden to school and should not be brought into the school building.

### **SOLICITATIONS**

Students will not be soliciting for money unless the principal has approved the project.

### **STUDENT APPEARANCE**

It is hoped that student dress reflects both pride in self and pride in Lakeview. In the interest of safety and good manners, all coats and head garments will remain in the student's classroom during the day. Student dress that advertises or depicts tobacco, alcohol, and drug products or expresses an inappropriate message shall not be acceptable school apparel. In addition any clothing that causes other students to feel that they have been sexually harassed by the wearing of the clothing will not be tolerated. Clothing should be worn that is proper and appropriate for school. Student attire which has a potential of causing or actually causes a substantial disruption or material interference with the educational process is not permitted. In addition, students should not wear clothing that displays undergarments. Tops that expose the midriff or large areas of the student's back or front are not acceptable. Pants, shorts, and skirts should not be torn or expose a student's skin beyond a level of decency as defined by the school. A good rule of thumb is that shorts and skirts need to be finger length. Students violating this policy will be subject to discipline under the School Discipline Continuum. (Policy reference 502.1.)

### **STUDENT GOVERNMENT**

Lakeview Elementary has a very active and effective student council. The purpose of the council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, and fund raising.

Student council elections are held in October. All members of the student body are encouraged to participate in the election and the activities of the student council.

### **SUBSTITUTE TEACHERS**

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **SUSPENSIONS**

The Superintendent of Schools, or a school building administrator or designee shall have the authority to suspend a student from school temporarily for the violation of the rules and regulations approved by the Board of Education, or when the student's actions vary radically from patterns necessary for the maintenance of a proper educational environment. Suspension may also be used in conjunction with procedures for expulsion. Due process shall be followed.

### **THEFT**

Theft is prohibited at school. Law enforcement authorities may be called or it may possibly lead to suspension.

### **TITLE I**

School District Name: Centerville Community School District

Mission Statement: All students will learn well, become lifelong learners, and contribute positively to society.

Parent/Caring Adult:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. Provide a quiet place/time to study.
2. Expect and encourage my child to complete his/her schoolwork.
3. Make sure my child gets adequate sleep and has a healthy diet.
4. Make sure my child is at school on time and ready to learn.
5. Make sure my child reads, writes, and thinks about math on a daily basis.
6. Respect and cooperate with all students and adults.

Student:

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

1. Complete and turn in schoolwork on time.
2. Be at school on time and ready to learn.
3. Take responsibility for my behavior and learning.
4. Help to keep my school safe.
5. Respect and cooperate with all students and adults.

Title I Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

1. Teach necessary concepts to students.
2. Be aware of the needs of students.
3. Communicate with parents concerning their student's progress.
4. Provide a safe, positive, and healthy learning environment for students.
5. Respect the culture differences of students and their families.
6. Respect and cooperate with all students and adults.

Hand-in-hand we will work together to carry out the agreement of this compact.

### **TITLE I RIGHT TO KNOW**

The district will notify parents if their child will be assigned or taught for four or more consecutive weeks, by a teacher who is not a highly qualified teacher.

### **TRADING CARDS**

Trading cards of any kind are prohibited from schools. This includes NASCAR, Baseball, Football, Basketball, Wrestling, Pokemon, Digimon, etc.

### **TRUANCY**

Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Students leaving the school grounds without permission will make up double the time missed. Law enforcement officials will be called and students will be considered truant.

### **VALUABLES**

Common sense is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff will not be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office. ( See also, Lockers/Desks)

### **VANDALISM**

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that the student pay for vandal damage. If a student accidentally causes damage they should report it to

their teacher immediately, so that the damage is not misconstrued as vandalism. (See Bottom Line Behavior.)

### **VISITORS**

Parents, district patrons, educators, or interested adults are encouraged to visit school. Board of Education policy requires visitors to check in at the secretary's office when visiting. Visitors will then be given assistance in locating rooms, students, and a schedule of the activities taking place. Visitors are encouraged to call in advance of a visit to avoid conflicts with schedules, testing, etc. Student visitors are not permitted unless accompanied by an adult or invited by the classroom teacher as a part of their class activities. Remember that very young visitors are often disruptive to the educational environment. Students who anticipate moving to the District will be permitted to tour the school facilities.

### **WALKING STUDENTS**

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: Walk with a friend and never accept a ride with a stranger.

### **WITHDRAWAL**

Parents should inform the school in advance of plans for student withdrawal. The secretary will prepare the transfer sheet and teachers will have student's personal things ready to take home. Arrangements also can be made for refund of fees.

### **APPENDIX A**

Principal's Office - 856-0637

Guidance Office - 856-0655

Rhonda Raskie (Level I Investigator) - 856-0660

Matt Johnson (Educational Equity Coordinator) - 856-0852



