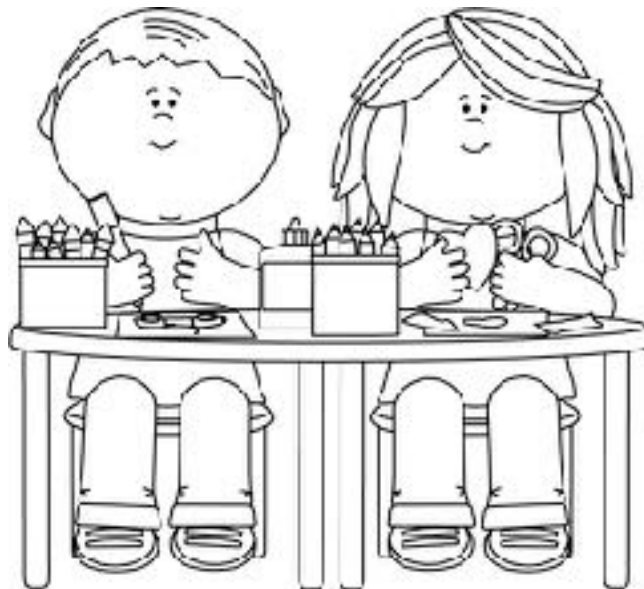


CENTERVILLE COMMUNITY SCHOOL

KINDERGARTEN-1ST GRADE STUDENT/PARENT HANDBOOK



CENTRAL ELEMENTARY
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**KINDERGARTEN-1ST GRADE
STUDENT/PARENT HANDBOOK
CENTERVILLE COMMUNITY SCHOOL DISTRICT**

Introduction - Welcome to the Centerville School District! It is our desire to serve as we are entrusted with the education of this community's young citizens. This handbook is written to assist the K-1 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.

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

K-1 Belief Statement - We believe that we will learn well, continue to learn, and use what we learn to respect ourselves, others, and our environment. Together we will be our best.

School Day

Schedule	Begin	End
Classes	8:00	3:00
Breakfast	7:30	7:50

*The front door will be unlocked to welcome students at 7:30 AM.

Professional Development - The second Monday of each month is a scheduled professional development day for teachers. The students will not have school that day. This day allows time for teachers to train in research-based, best practices; collaborate with the purpose of improved student achievement; and develop

techniques that can be immediately carried to the classroom to improve student learning.

Access to Building - Safety and security of students is one of Centerville School District's first priorities. Security experts have recommended limited access during school hours as an important strategy in protecting students. For that reason, we will lock all exterior doors during school hours and buzz visitors into the building through a single secure point of access. Upon entry, you will need to check in through the front office. Parents will not be able to walk their child to the classroom.

Accounting of Students -

1. 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.
2. Parents must send notes when their child is to go home with another child, be picked up by other adults, or go to someone else's home. Without a note, the child will be sent home via the regular manner.

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 and is not permitted to travel on the school bus.

Assignment Completion - Students will be encouraged to demonstrate responsibility for daily assignment completion.

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 before 8:30 A.M. 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.

Parents will be notified by letter when their child has missed the equivalent of 6 unexcused days of school within a semester. With 9 unexcused absences in a semester the parents will be asked to meet with the attendance officer. 12 unexcused absences in a semester will result in turning the matter over to the County Attorney who will begin taking all legal action allowed under current Iowa statutes.

A student is tardy if they miss one hour or less of scheduled class time in either the AM or the PM. Two tardies will equal one/half day of absence. Four tardies will equal one day of absence. If a student misses more than one hour of scheduled class time in either the AM or the PM they shall be considered absent one-half day. Students who are at school, but out of the classroom due to health reasons shall be considered present until they are released from school. Bus students who arrive late at school will not be considered tardy or absent.

Bicycles and Other Transportation Devices - 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, and may also be subject to additional discipline. Rollerblades, roller skates, skateboards, scooters, and snowboards should not be used to get back and forth to school and should not be brought into the school building at any time.

Change of Address or Telephone Numbers - It is essential that parents report a change of address, telephone number, place of employment, or emergency numbers to their child's school office anytime such a change may occur. It is necessary that an emergency number be on file at all times. Please call your building secretary at the number listed on the front of this handbook with any updates.

Child Abuse - The Code of Iowa, Chapter 235 A.3 requires all certified school employees to report suspected child abuse to the appropriate authorities. An individual who has knowledge an employee has physically or sexually abused a student should immediately report it to the school district's Level I investigator. The district Level I Investigator is Rhonda Raskie (856-0660).

Any person who suspects that a child has been abused by someone other than a school district employee may make a report by calling the Appanoose County Child Abuse number (437-4450) or the Child Abuse State Hotline (1-800-362-2178).

Deliveries to Students - Deliveries to students at school such as flowers, balloons, and gifts are strongly discouraged. Any such deliveries will not be taken to

classrooms. Students can pick up deliveries in the office after school is dismissed. Students are not to take 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 any K-1 office.

Dress Requirements and Personal Hygiene - Students are expected to come to school neat and clean. Those with unusual circumstances will be referred to the school nurse for counseling or intervention. Additional follow up may be necessary from the guidance department.

Students are to wear full-length shirts and blouses. Any attire displaying anti-American slogans, liquor, drugs, or profanity will not be permitted. Students who wear such attire will be asked to either remove the clothing if other clothing is available, call their parents to bring them an item of clothing that is appropriate, or wear the clothing inside out for the remainder of the day (Visitors to school are reminded to wear appropriate clothing when they come to the school.) Caps and hats are not to be worn in classrooms except as part of a building or class activity.

Students are to wear shoes while at school with rubber-soled shoes for physical education class (**sandals, flip-flops, cowboy boots, etc. are not appropriate for physical education class**), and wear boots, gloves, and adequate outer garments during inclement weather.

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.

Emergency Drills - Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. State law requires at least two fire drills and two tornado drills per semester. In addition, every student must receive training in bus evacuation.

Enrollment Requirements - To enroll in kindergarten, a child must be at least five years of age on or before September 15 of the year in which they enroll. Children wishing to enroll in first grade must be at least six years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable

evidence before that child may enroll. A completed immunization card is required to maintain enrollment eligibility.

Equal Educational 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, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and school district personnel in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students. Any grievance concerning this policy needs to be directed to: Matt Johnson (Affirmative Action Coordinator), Centerville High School, Centerville, Iowa 52544, or by phone at 641-856-0813. Policy reference 500.

Fees - The Textbook/Workbook fee for K-1 students is \$20.00. School fees should be paid promptly.

If a student enters Centerville Community School District, the fee schedule is as follows:

- a. Before end of the third month-100%
- b. Between third month and end of first semester-75%
- c. After start of second semester-50%

If a student leaves Centerville Community School District the fee refund is as follows:

- a. Before the end of the first month- refund is 90%
- b. After first month, but before end of 1st semester- refund is 50%
- c. After start of 2nd semester, but before end of first month of 2nd semester- refund is 40%
- d. After end of first month of 2nd semester-refund is 0%.

Field Trips - The principal must give prior authorization for all field trips and/or excursions. Written parental notification will be provided prior to the student's participation in any field trip or excursion off of the school grounds. Physical Education classes will sometimes go off of the school grounds during P.E. class time without parental notification in order to take advantage of community resources and appropriate weather.

Food/Snacks from Home - You may send snacks/treats to school for your child's classroom. All food must be pre-packaged or be purchased from a store.

Great Prairie AEA - Great Prairie Area Educational Agency staff will be available to partner with Centerville School 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.

Health Services - The area education agency will conduct its annual Hearing Conservation Program during the school year. All K-1 students will receive a hearing screening. Students who do not pass this screening will receive an individual hearing test by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the audiologist. If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please send a written request not to have your child tested to the school office.

Head Lice, Administrative Procedures - (from Board Policy 507.4R)

1. Identification of students to be examined will be made based upon observable signs and symptoms by teacher or secretary or at the 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 (less than ½") 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 closely associated 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.

10. Students will be readmitted to school as soon as verification or proof of pesticidal or other approved treatment program is provided to the school. Student will be rechecked in 7-10 days by school nurse or other trained school personnel. If adult lice are noted the parent will again be contacted for treatment re-education.

Homeless Child Definition - Chapter 33 of the Iowa Administrative Code defines a 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 a 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.

Homework - The following guidelines provide a general guide for all Centerville students' homework: 1. All daily homework, combined, should require no more than a total of 20-30 minutes to complete. Exceptions would be long-term reports or make-up work following student absences. 2. Students are normally given adequate in-school time to complete assignments. Those not utilizing their time efficiently at school will be expected to complete their work at home. 3. Students in grades K-1 will normally not be given any homework except drill activities that parents would do with their child (such as spelling words, math facts, or reading a story).

Parents need to support their child's homework habits. Please provide a quiet time and space for your child to do their homework. Read to or with your child every night.

Illness and Injuries - 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. A doctor's note is required to stay inside for recess or be excused from physical education.

Immunization- 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.

The county health office offers an open immunization clinic on the last Tuesday of each month. In addition, immunizations will be provided by the county health office on an individual basis. Contact the county health office at 437-4332.

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.

Lost and Found - Lost and found articles are brought to the secretary's office. 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 that are not claimed by the end of the school year may be discarded or donated to charity.

Lost Textbooks & Workbooks - Lost or damaged textbooks and workbooks are charged at the following rates (Board Policy 503.3R3):

1-3 years old - 100% of the replacement purchase price

4th year and subsequent years - 75% of the replacement purchase price

Damaged materials will be assessed individually. Costs will depend on if the book can be reused and how it has affected the life of the book.

Lunch and Breakfast Program - Elementary students may eat lunch at their home, bring a lunch, or participate in the school lunch program. Students may also choose to eat breakfast at school before classes begin. Students who eat lunch at school are not to leave the school grounds at noon except with the written permission of his/her parents. Students will not be permitted to eat lunch at restaurants unless accompanied by an adult and with written permission from their parent/guardian. Parents are welcome to eat lunch with their child. Please contact your school office by 8:00 AM with your intent to eat and to learn what time lunch will be held for your child.

The lunch accounting system is managed by computer. Parents will need to send money to place in their family account. This account will cover all children in the family. The money can be entered at one school location and will cover all children in a family even if they attend different building sites. You can pay as much or as often as you like. We discourage paying on a daily basis as it involves so many computer entries. When a family account has less than \$6.00 per child you should receive a letter indicating a low balance. When you get a letter showing a negative or low balance you need to put more money in your account (much like a deposit in the bank). If you have any questions regarding the breakfast/lunch program or need to know your current balance, please feel free to call the secretary at your child's school or Holly Hutton, Director of Food Service, at 856-0643.

Prices are listed below to help you determine an amount to put in your family account. Please have money in your account to cover the purchase of a carton of milk for those who bring a cold lunch.

<u>Lunch Prices</u>		<u>Breakfast Prices</u>	
Student	Adult	Student	Adult
\$2.75	\$3.65		\$1.75
\$2.20			

Milk can be purchased for \$.40 a carton by those who bring a cold lunch. The purchase of individual cartons of milk will be treated as an ala carte purchase. Ala carte milk purchases will require written parental permission on a district ala carte permission form.

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.

Multi-Tiered System of Support - Our district implements a problem solving approach to address student's specific academic and behavioral needs. This process is referred

to as Multi-Tiered System of Support, or MTSS. Through this process, a team of teachers meet to develop appropriate supports or interventions for students. Interventions address a particular area of need for students and provides targeted instruction for more specific academic or behavioral support. Interventions are also developed to provide academic extension and enrichment opportunities for students that have mastered the content. Student progress is monitored regularly and interventions are increased or decreased to meet the student's learning need.

“Nut Aware” Policy - The purpose of this policy is to reduce the risk of accidental exposure for students who possess an allergy to peanut and/or tree nut products. The following is a list of shared responsibilities that should be followed:

The School's Responsibility

- Create an environment where children with food allergies will be safe
- Use prevention and avoidance strategies
- Be prepared to handle an allergic reaction
- Encourage and allow time for proper handwashing
- Address teasing-bullying

The Family's Responsibility

- Notify school of the child's allergies (food service and nursing)
- Provide written medical documentation, instructions, and medications as directed by physician. Using Diet Modification form update annually
- Provide properly labeled and current medications
- Provide emergency contact information
- Encourage and educate their child on proper handwashing

The Student's Responsibility

- Wash hands before and after meals
- No food trading
- Don't eat anything with unknown ingredients or a food known to contain allergens
- Be proactive in managing his/her own food allergy depending on their developmental level
- Notify an adult immediately if something is eaten that may contain an allergen

Summary: Our school is not “peanut free”, but we do provide a safe environment for students with known peanut/tree nut allergies and other food allergies and provide our staff with education and information on preventive measures and treatment in case of a reaction.

Parent-Teacher Conferences - Parent-Teacher conferences will be held near the end of the first and third quarters. Additional information about conferences will be sent to parents as that time approaches. Communication between school and home is a vital part of student learning. Our goal is to have 100% participation at conferences.

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 following procedure 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 - 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. PTO serves as a support for student education, to communicate information about the schools to parents, and to survey the community about desired educational services.

Party Invitations - Students may distribute personal party invitations in the school setting only if invitations are sent for the whole class or for all of the boys or all of the girls. This will help prevent social issues from being a disruption to the academic program. If you wish to invite only a portion of the student group, then please find an alternative way to deliver your invitations. Student addresses and phone numbers will not be released.

Positive Behavior Interventions Support (PBIS) - We strive to promote a positive and safe learning environment for our students. In order to maintain this expectation we have adopted PBIS in our schools. Positive Behavioral Interventions and Supports is a set procedures that positively acknowledges students for demonstrating respectful, responsible and safe behaviors. Students are taught these expectations and rewarded for using them throughout the school year. Examples include:

- Listening to others
- Following directions
- Accepting differences
- Using line and body basics
- Following school procedures
- Completing work
- Being prepared
- Taking care of yourself and your property

We encourage parents, teachers, and students to take pride in their learning and choices. Please reinforce and encourage appropriate behaviors at home using these expectations.

Report Cards - Report cards will be distributed at the conclusion of each quarter. Normally, these will be distributed within one week after the conclusion of the quarter. The first and third quarter report cards are given to the parents at parent-teacher conferences.

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 any 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 assessments 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 use 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.

Retention/Promotion - Retention of a student will be determined on the judgment of the certified staff and the principal. If retention is a consideration, the following timelines will serve as a guide for the implementation of the retention process for K-1 students.

Late Feb. The teacher will inform the principal of any students being considered for retention.

Early March The teacher and the principal will discuss the factors involved in the teacher's considerations.

Early April The teacher will confer with the parents about the consideration of retention.

Early May The teacher and principal will confer and confirm current status of retention recommendation.

Late May The principal will mail the parents a letter with the school decision concerning retention.

School Delays, Cancellation, or Early Dismissals - Early dismissals, delays, or cancellations are necessary from time to time due to weather or other emergencies. All such announcements are broadcast on radio and television as soon as school officials determine adjustments in the school day are needed. Morning announcements are made by 6:30 AM. Please do not call the school or school personnel, as they too are required to listen for appropriate announcements on the radio or TV. If no announcement to the contrary is heard, school will be operating at the regular times.

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

Radio
WHO (1040 AM)
KCOG (1400 AM)
KLYF (100.3 FM)

Television
KTVO (Channel 3)
KCCI (Channel 8)
WHO (Channel 13)
WOI (Channel 5)

On the Web: www.centervilleschools.org (Weather Related Closings & Delays)

School Newsletter - Each month the principal's office will create a newsletter that will help you plan your schedule and receive important information. This newsletter will include important calendar dates such as holidays, conferences, Board of Education meetings, etc. This newsletter will be printed on colored paper and will be given to your child around the first of each month to be brought home.

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.

These rules and regulations may vary slightly from building to building, may have additions or deletions as circumstances dictate, or may change because of changes in Board Policy.

Bottom Line Behaviors

The discipline plan in each building in the Centerville Community School District will be used to assign consequences whenever a student is known to have behaved in any of the following ways on school grounds, in school vehicles, or at school sponsored activities:

1. Possessing weapons or weapon look-alikes.
2. Participating in criminal activities, including:
 - Possession, distribution, or consumption of alcohol, tobacco, or other controlled substances or look-alikes, or drug usage paraphernalia
 - Participation in other criminal acts, including vandalism
3. Physically harming others, including:
 - Physically assaulting a staff member
 - Fighting with, or physically assaulting, other students or visitors
4. Abusing or harassing others, including:
 - Verbally abusing, threatening, or harassing a staff member
 - Verbally abusing ,threatening ,or harassing fellow students or visitors
 - Sexually abusing, threatening, or harassing fellow students or visitors
5. Failing to follow school rules or disciplinary plans, including:
 - Consistently failing to attend school, including truancy
 - Failing to serve detentions

Search and Seizure - The student search law in Iowa, chapter 808A provides that the school may conduct periodic inspections of lockers, desks, or other facilities belonging to the school and provided to students as a courtesy. An inspection shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

School authorities may, without a search warrant, search a student or his/her belongings based on a reasonable, articulable suspicion of a criminal or school rule violation. Such search must be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

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.

Special Education Services - A continuum of special education services is available to students with special needs. Referral for special education is initiated at the building level.

For each student who is determined to be eligible for and needs special education services, an Individual Education Plan (IEP) is developed which defines the services required to meet identified individualized goals. The IEP is developed by a team; including parents, general education teachers, special education teachers, related service providers, and an administrator.

Student Behavior Guidelines - Students are expected to be non-disruptive to classmates and the school environment. Inappropriate behaviors may be followed by consequences such as missing recess, time out, or special seating. Continued misbehavior will result in a parent contact by the teacher. Please view this conference as an opportunity to work with your child's teacher in order to maximize your child's education. If a student continues to cause disruptions or act inappropriately, possible consequences could include detention, suspension, probation, or expulsion.

Students found to have deliberately damaged or destroyed school property will be expected to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

Playground Rules and Procedures

The following rules and procedures are established for consistency and student safety while at play on the playground:

1. The only ropes on the playground are to be used for jumping.
2. Refrain from throwing rocks, sticks, or other debris that may be on the ground.
3. Refrain from pushing, shoving, tripping, or pulling people on the playground.
4. Students are responsible for the playground equipment taken from their room. If they take something out, they are responsible for returning it.
5. Students may bring their own toys with teacher approval, but students must assume the responsibility for safekeeping. Bus regulations are to be followed when bringing items to school.
6. Students are not to slide on ice or snow unless approved by the teacher.
7. Students are to line up as soon as the bell rings or the playground supervisor blows the whistle.
8. Throwing snowballs is prohibited.

9. Candy and gum will not be permitted at recess time unless specifically allowed for special occasions by the playground supervisor.

10. Students are expected to have boots, gloves or mittens, caps, and adequate outer garments during inclement weather.

11. Students are expected to go outside for recess unless they have a medical excuse from their doctor. A teacher is not able to adequately supervise large numbers of children both inside and outside the school during recess periods. If a student must stay inside, they will be expected to stay in their seat with a quiet activity.

12. Students are not to play games that include tackling, fighting, gangs, hard balls, or hard bats.

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 information is considered confidential. Student addresses and telephone numbers will not be made public.

Talented and Gifted Program - The Centerville K-1 Talented and Gifted (TAG) program provides experiences for students that will improve the recognition and development of talents in the areas of intellect, creativity, and specific abilities.

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 voicemail but parents should leave urgent messages with the secretary.

Testing - The K-1 grade students are given a FAST reading screener three times a year and the Star Math Screener: August, January, and May. These tests are used to determine their individual math and reading needs for that particular grade level. The information is used to assist the school and the home in providing necessary support for the success of all students. This information is used to determine appropriate instruction for each child.

Title I Programs - Title I Programs offer reading or math instructional support to students.

Parent Involvement Policy

At the district level, it is the policy of Centerville Community Schools that parents of all participating children have the opportunity to be involved in the joint development of the district plan and in the district's review process for the purpose of school improvement. The district provides coordination, technical assistance and

other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools.

1. This jointly developed, written policy is distributed to parents of participating Title I children and all parents in school wide buildings via the Parent Handbook, which is distributed to every family at the time of registration.
2. An annual meeting is held, for all parents of participating children, both public and private. Additional parent meetings with flexible meeting times shall be held throughout the year as determined by parent interest and suggestions. Central Elementary shall hold two annual meetings, one in the fall and one in the spring. Parents will be notified of such meetings via the building newsletter.
3. Parents are given assistance in understanding the requirements of the Title I law, standards, and assessments via the annual meetings and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, expected proficiency levels for students and their student's assessment results via the annual 280.12/280.18 reports and individual reports to parents at conferences and through report cards.
5. In targeted assistance buildings, parents are informed of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program. This information will be delivered through the building newsletter, conferences, and annual meetings.
6. Parents receive timely responses to all parent recommendations. Verbal or written responses will be delivered to all recommendations.
7. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the local high standards. This compact will be distributed in the parent handbooks and will be reviewed at the annual meetings.
8. The Title I or school wide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's education. The school provides reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will be held as requested. A reading library, which reports on educational issues, will be available to all interested parents at Lakeview Elementary.
9. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. Transitional information for students moving

from the third grade to the fourth grade will be provided to parents at Lakeview Elementary at the spring annual meeting.

10. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. The annual spring meetings will serve as a venue for the discussion of program adjustments. All comments will be sent to the Title I coordinator.

PARENT-STUDENT-TEACHER COMPACT

Title I/Grades K-1

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 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 do schoolwork, encourage, and expect my child to complete schoolwork.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Make sure my child is at school on time and ready to learn.
4. Spend at least 15 minutes per day reading with my child.
5. Communicate and work with teachers and school staff to support and challenge my child.

Student:

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

1. Return completed schoolwork on time.
2. Be at school on time and ready to learn.
3. Be responsible for my own behavior and learning.
4. Help to keep my school safe.
5. Respect and cooperate with other 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.

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

According to Title I Right to Know regulations, the district will notify parents if their child will be assigned to or taught for four or more consecutive weeks by a teacher who is not a highly qualified teacher.

Transportation - If you have questions or concerns about student transportation, please contact Tim Kaster, Director of Transportation, at 856-0670. Students are to ride only their regular assigned buses. Transportation rules and regulations apply to all bussed activities, trips, shuttles, etc. If the student violates bus rules, a bus citation will be issued by the bus driver.

Students must bring a permission note from parents in order to ride a bus to the home of another student. This privilege is afforded the student only when there is sufficient space available on the bus. Students must keep the note of permission in their possession to verify their intent to bus drivers and/or staff.

The following is a complete record of the school bus safety rules:

School Bus Safety And Your Child

All students riding a bus are subject to the following regulations. Any misbehavior that distracts the driver is a hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers. Rules are posted at the front of each bus and each student is expected to follow those rules.

Every school bus and driver has been supplied with School Bus Incident Reporting System that reflects the rules of student conduct. Students will be cited for the following activities.

Violations

Failure to remain seated	Use or Possession of Tobacco	Disobeying Bus Monitor
Refusing to Obey Driver	Throwing Objects Out of Bus	Bothering Others
Fighting	Throwing Objects on Bus	Disrespectful
Profanity	Hanging Out of Window	Vandalism
Lighting Matches (Lighter)	Spitting	Eating or Drinking
Other Illegal Acts	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 school personnel 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 records will be contacted to establish the conference.

FIRST CITATION Conference with Director of Transportation or designee, student, parent(s) and bus driver within 5 school 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 school days.

THIRD CITATION Suspension of riding privileges for five school days or more as determined by the Principal & 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 recording cameras on all school district buses. The recording 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 records of the student misbehavior is not required for the student to be determined to have violated the school bus rules.

Weapons and Dangerous Instruments - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds during the school day or during any school activity, function, or event. This rule does not apply to normal school supplies like pens or pencils; but it does apply to any firearm, any explosive (including firecrackers), any knife, and other dangerous objects of no reasonable use to the student at school or on the school grounds.

Dangerous weapons will be confiscated, parents will be contacted, law enforcement officers may be contacted, and the student will be subject to further disciplinary action. Toy weapons of any kind will not be permitted.