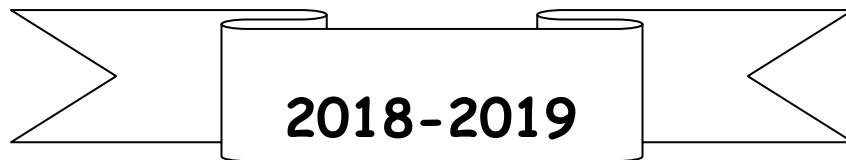


CENTERVILLE COMMUNITY SCHOOL

PRESCHOOL STUDENT/PARENT HANDBOOK



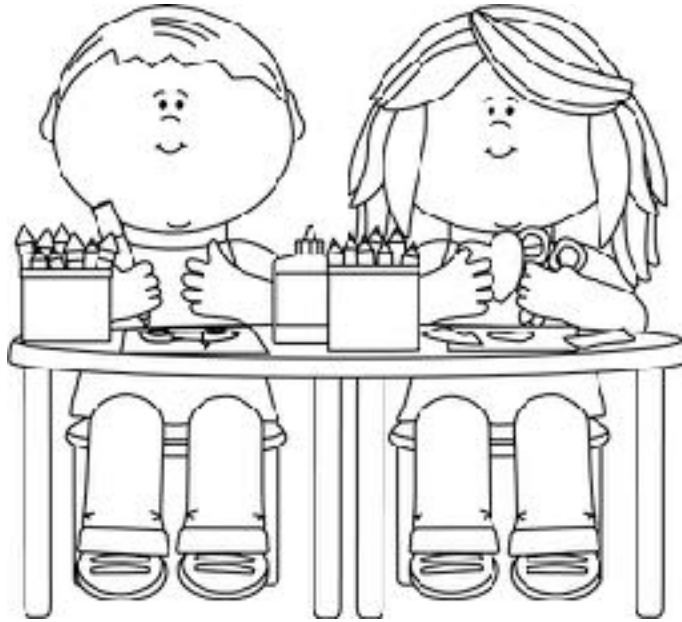
CENTERVILLE COMMUNITY FOUR-YEAR-OLD PRESCHOOL

and

EARLY CHILDHOOD SPECIAL EDUCATION PRESCHOOL

Dianne Fatka, Principal

641-856-0749



**CENTERVILLE COMMUNITY PRESCHOOL
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 Preschool 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

Preschool 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 - Tuesday, Wednesday, Thursday, and Friday

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 - Every Monday 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.

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. Animals are not permitted to travel on school buses.

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.

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 additional emergency number be on file at all times. Please call the Preschool 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. If a parent has a concern that a school employee has been abusive to their child, they are to call Mr. Tom Rubel, Superintendent of Schools, at 856-0601. Any other person who believes that a child has been abused may make a report by calling the Child Abuse State Hotline (1-800-362-2178).

Corporal Punishment, Restraint, and Physical Confinement and Detention - State law forbids school employees from using corporal punishment against any students. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this law, please contact the school.

Curriculum - The preschool program uses *Creative Curriculum*, a research and evidence based comprehensive curriculum designed for three- and four-year olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It is based on thematic units familiar and meaningful to young children such as Home and Families, Animals, Five Senses, Transportation, and the Farm. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum.

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 the 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. Students are to wear full-length shirts and blouses. Any attire displaying anti-American slogans, liquor, drugs, or profanity will not be permitted. Students are to wear shoes while at school. Students should wear boots, gloves, and adequate outer garments during inclement weather.

Early Child Special Education Preschool Promotion - When the student reaches the age of five, a transition staffing will be held to determine if the student should attend kindergarten or if the student would benefit from another year of preschool.

Early Childhood Special Education Preschool School Day - The normal school day will be 8:00-3:00 Tuesday, Wednesday, Thursday, Friday with Monday being a day off for students. The children who do not ride buses are to arrive to school no earlier than one half hour before classes begin. Supervision is not available for students who arrive too early.

Early Childhood Special Education Enrollment Requirements - Students must be referred by a community agency or parents. The student will complete an AEA evaluation and be recommended for placement by the team. A completed immunization card is required to maintain enrollment eligibility.

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

Equal Educational Opportunity - Centerville Community School students shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the superintendent.

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 a field trip or excursion outside of the school district.

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 AEA 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 includes, 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 Regional Special Education Director at the AEA at 1-800-382-8970, ext. 5631.

Health Services - Great Prairie AEA will conduct its annual Hearing Conservation Program during the school year. All preschool 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: Attn: Audiologist, Great Prairie AEA. If there are any questions about the hearing testing program in your school, please contact the audiologist at (515) 774-8212. The school district will also provide annual immunization verification for all Preschool students.

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

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 house of other people due to loss of housing, economic hardship, or 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.

Home Visits - Home visits are made prior to the child’s first preschool day. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child’s needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child’s interests, approaches to learning and developmental

needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

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.

KEEP YOUR CHILD HOME FROM CLASS WHEN ANY OF THESE OCCUR

1. When your child has been running a temperature of 100 degrees or more the night before class or in the morning.
2. If your child has been vomiting and/or had diarrhea (multiple loose stools) at anytime during the 24 hours before class
3. If your child complains of aching and has been tired with little energy or just not feeling up to par (this could be the beginning of flu or other virus)
4. Rash of unknown cause, with or without fever.
5. When your child has a contagious illness such as impetigo, scabies, pinkeye, etc. Let staff know when the doctor has/will release the student to return to class.

Any of the above signs and symptoms could indicate the onset of a common, but contagious childhood illness.

The rule of thumb that most doctors prescribe is if most of your child's symptoms are gone within 3-5 days you can feel reasonably sure that your child's illness was the common cold. If symptoms persist or intensify, you should seek medical attention.

When your child is ill, or has symptoms of illness, we would appreciate keeping your child home. A sick child needs close adult supervision, rest and liquids. Please help us teach your child to cover coughs and sneezes and wash hands frequently. Following these recommendations will help keep the spread of illness down in the classes and keep us all in school.

*A note about head lice: students with live lice in their hair should be treated before coming to school. If live lice are identified at school you will be requested to pick up your child and provide treatment before the child returns to school.

Please contact your child's teacher or the school nurse at 856-0843 if you have questions.

Immunization - The Iowa Immunization Law requires that all students be immunized against eight diseases: Diphtheria, pertussis, (whooping cough), tetanus, polio, measles, mumps, rubella, and Hepatitis B. 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. 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.

Inclusion - The preschool program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children, and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

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 teacher. 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.

Lunch and Breakfast Program

Federal: "In accordance with Federal law and the US Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, D. C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Iowa: "It is the policy of Centerville Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and Iowa Code 216.9. If you have any questions or grievances related to compliance of this policy by Centerville Community School District please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50329-1004:phone number 515-281-4121, 800-457-4416: website: <http://www.state.is.us/government/crc/index.html> ."

Preschool students may bring a lunch, or participate in the school lunch program. 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. 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 \$7.00 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 lunch program or need to know your current balance, please feel free to call the preschool secretary 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			

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 beginning of the second and fourth 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.

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

Preschool parents will be notified of a home visit. This is to be scheduled at the beginning of the school year and is a part of the statewide preschool verification process. We appreciate your cooperation with this once a year commitment. It is a wonderful way for the teacher to make another connection with your child to enhance the learning experience.

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.

- Respect
- Safety
- Responsibility

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.

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.

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

You may also utilize the PhoneMaster systems at Lakeview Elementary and Howar Junior High to get weather related announcements. Call Lakeview at 856-0671, extension 6000. Call Howar Junior High at 856-0668, extension 6000.

School Newsletter - Each month or more the preschool 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 given to your child 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 teacher will have a set of rules in order to maintain maximum safety and educational opportunities.

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-a-likes.
2. Participating in criminal activities, including:
 - Possession, distribution, or consumption of alcohol, tobacco, or other controlled substances or look-a-likes, 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.

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 requested.
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.
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, which 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 address and telephone numbers will not be made public.

Testing - All preschool age students will be tested by staff using the IGDIs Screener three times a year to determine levels of proficiency in literacy. Parents will receive reports and results of testing three times a year.

Transportation

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 two or three 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 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 records of the student misbehavior are not required for the student to be determined to have violated the school bus rules.

Voluntary 4-Year-Old Program - Voluntary 4-Year-Old Program is open to students turning 4 years old on or before September 15.

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.

