

LEWIS CENTRAL  
ELEMENTARY  
HANDBOOK

*2018-  
2019*

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 [ltbies@lewiscentral.org](mailto:ltbies@lewiscentral.org)

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LEWIS CENTRAL COMMUNITY SCHOOLS  
EDUCATIONAL GOALS

MISSION STATEMENT:

**Inspiring Excellence!**

VISION:

Developing passionate, innovative, adaptable learners prepared to embrace the challenges of the future and make a positive difference in their community.

CORE VALUES:

- **Students focus** – We foster a passion for learning by developing the whole child.
- **Opportunity** – Each person deserves to engage in experiences that help him or her grow and excel.
- **Collaboration** – We embrace differences to work together productively.
- **Excellence** – Higher expectations yield higher results for everyone.
- **Community** – We create a sense of belonging through demonstration of respect, acceptance and pride.
- **Innovation** – We seek new ways to make learning environments more exciting, challenging and rewarding.

## LEWIS CENTRAL FIGHT SONG

LEWIS CENTRAL, LEWIS CENTRAL  
FIGHT WITH ALL YOUR MIGHT  
CHEERS FOR OUR TEAM-BLUE AND WHITE TEAM  
VICTORY'S IN SIGHT – RAH! RAH! RAH!  
BE WHAT MAY BE, YOU WILL ALL SEE  
TITANS IN THE FIGHT  
LET'S FIGHT FOR LEWIS CENTRAL  
WIN TONIGHT!  
HEY!

**KREFT PRIMARY SCHOOL PERSONNEL DIRECTORY  
2018 - 2019 SCHOOL YEAR**

**Principal:** Mrs. Barbara Grell  
**Secretary:** Mrs. Kim Wickersham

**Office:** Mrs. Teri Black  
Mrs. Carrie Recher

**Teachers:  
Kindergarten:**

Ms. Anne Benson  
Mrs. LoriAnn Brougham  
Mr. Tyler Friedrichsen  
Mrs. Analise Letner  
Mrs. Ann Nun  
Mrs. Julie Ruzicka  
Miss. Emily Schwery  
Mrs. Meghan Sewing  
Mrs. Beth Smith

**Teachers:  
First Grade:**

Mrs. Kristina Beckner  
Mrs. April Gradoville  
Mrs. Linda Hahn  
Mrs. Amy Higginbotham  
Mrs. Tanya Novotny  
Mrs. Wendy Pomrenke  
Mrs. Kathy Pregon  
Mrs. Heidi White  
Mrs. Tara York

**Preschool Teachers:**

Mrs. Rachel Emary  
Mrs. Jill Heller  
Mrs. Maureen Petri  
Ms. Angie Smith  
Mrs. Sandy Williams

**District Nurses:** Mrs. Deb Blodgett  
**Health Assoc:** Mrs. Becky

Riehle

**Instructional Coaches:**

Mrs. Michelle Schaeffer

Mrs. Kellie Vinchattle

Ms. Brenda DeLance

**Special Area Teachers:**

**TAG:** Mrs. Breanna Cunningham

**Art:** Ms. Kim Swanger

**ELL:** Mrs. Amberly Schechinger

**Music:** Ms. Erin O'Connell

**Special Education:** Ms. Kaylyn Brightwell  
Ms. Becky Fog  
Ms. Michelle Fritz  
New Hire

**Media/Library:** Mrs. Kayla Nightser  
Mrs. Pat Frascht

**PE:** Mrs. Jeanine Toole

**Counselor:** Mrs. Skyler Avila

**Reading Support:** Mrs. Sarah Langille  
Mrs. Amber Schaaf

**School Psychologist:** Mr. Andrew Prine **Speech Pathologist:** Mrs. Jessica O'Dell

**School Based Interventionist:** Dan Merriam



## 2018-2019 Titan Hill Intermediate Staff

**Principal-** Kent Stopak    **Assistant Principal-**Condra Allred

**Instructional Coaches** - Jen Lighthipe, Maggie Miller, Laura Nickman

**At Risk**    **4-5 Counselor** – Lauren Letizia    **2-3 Counselor-** Denise Beyenhof

**Secretaries-** Julie Hitchcock, Sandy Fischer, Rocio Sifuentes

**2<sup>nd</sup> Grade Teachers-** Nathaniel Adkins, Melinda Brewer, Darla Dixon, Stephanie Donner, Denise Geier, Jennifer Kerber, Kristen Longmeyer, Ashley Smith, Alison Toman

**3<sup>rd</sup> Grade Teachers-** Susan Drustrup, Kris Horton, Christy Hughes, Gina Johnson, Hannah Lorfeld, Joanna McDonald, Michelle Partington, Lisa Scieszinski, Cindy Sellers

**4<sup>th</sup> Grade Teachers-** Jill Applegate, Deb Croson, Julie Curtis, Beth Ford, Nicole Friedrichsen, Katie Kinsella, Tina O'Donnell, Paul Schechinger, Lanesa Statzer

**5<sup>th</sup> Grader Teachers-** Maggie Bennett, Jami Devine, Aubree Eckhart, Angie Hetzel, Lisa Koke, Desiree Kudrin, Jennifer Stroup, Djuana Wambold, Rebecca Wilson

**Special Education Teachers-** Carrie Arnett, Jeanne Bartholow, Mary Broughton, Chris Eckerman, Barb Jones, Tracie Meyer, Kris York

**Special Area Teachers-** Andrew Brei/PE, New/Music, Mike Ernst/PE, Jamie Gum/Art, Belinda Jacoby/Music, Kayla Nightser/Media, Kim Swanger/Art

**Title I/ELL Teachers-**Rebecca Hodtwalker/Title, Heather Nano/Title, Amberly Schechinger/ELL, Ashley Wilson/Title

**Tag Teacher-** Breanne Cunningham

**AEA Support Staff-** Kari Olson-Psychologist, Teresa Johnsen-Speech, Patricia Earlywine-Speech

**School Based Interventionist-**Dan Merriam

**\*\*\*\*\*IMPORTANT NUMBERS\*\*\*\*\***

Titan Hill Office/Attendance 366-8289, 366-8297, 366-8385

Titan Hill Nurse 366-8291 or 366-7666

Food Service Department 366-8267

LCLC 366-8301

LC Pool Office 366-8273

LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR

Board approved on 2018-01-15

SUMMARY OF CALENDAR		Staff Days	M	T	W	Th	F	Student Days	
177 student contact days									
3 P/T conference comp days									
5 district work days									
3 staff development days									
4 holidays/vacations									
192 contract days									
<b>Staff</b>	<b>Students</b>								
65	59								
64	59								
63	59								
192	177								
<b>Early Dismissals</b>									
37 Wednesdays									
Staff Development time totals 61.0 hours									
The first full student day missed for weather will be made up of Feb 28. All other snow days will be added to the end of the year.									
		July					1		
			2	3	4	5	6		
			9	10	11	12	13		
			16	17	18	19	20		
			23	24	25	26	27		
			30	31					
		Aug.			1	2	3		Aug. 6 Registration Fair
			6	7	8	9	10		Aug. 15, 16, 17 New Teachers
			13	14	15	16	17		Aug. 20 & 21 No School - District Work Days
			20	21	22	23	24	2	Aug. 22 No School - Staff Development
			27	28	29	30	31	7	Aug. 23 Classes Begin
									Aug. 28 Pre-School classes start
		Sept.	3	4	5	6	7	11	Sept. 3 No School - Labor Day
			10	11	12	13	14	16	
			17	18	19	20	21	21	
			24	25	26	27	28	26	
		Oct.	1	2	3	4	5	31	Oct. 8 Elementary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			(8)	9	(10)	(11)	12	35	Oct. 8 & 10 Secondary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			15	16	17	18	19	40	Oct. 11 No School - Elementary Only
			22	23	24	25	26	45	Oct. 11 Elementary PIS/T Conferences 8:00 a.m. - 8:00 p.m.
			29	30	31			48	Oct. 12 No School - Teacher Comp Day
		Nov.				1	2	50	Nov. 15 End of 1st Trimester
			5	6	7	8	9	55	Nov. 16 No School - District Work Day
			12	13	14	15	16	59	Nov. 19 Beginning 2nd Trimester
			19	20	21	22	23	2	Nov. 21-23 No School - Thanksgiving Break
			26	27	28	29	30	7	
		Dec.	3	4	5	6	7	12	
			10	11	12	13	14	17	
			17	18	19	20	21	21	Dec. 21 - Jan. 2 No School - Winter break
			24	25	26	27	28		
			31						
		Jan.		1	2	3	4	23	Jan. 3 Classes Resume
			7	8	9	10	11	28	Jan. 21, 23 Secondary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			14	15	16	17	18	33	Jan. 21 No School - Staff Development
			(21)	22	(23)	24	25	37	
			28	29	30	31		41	
		Feb.					1	42	Feb. 4 Elementary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			(4)	5	6	(7)	8	46	Feb. 7 No School - Elementary Only
			11	12	13	14	15	51	Feb. 8 Elementary PIS/T Conferences 8:00 a.m. - 8:00 p.m.
			18	19	20	21	22	56	Feb. 8 No School - Teacher Comp Day
			25	26	27	28		59	Feb. 27 End of 2nd Trimester
									Feb. 28 No School - SNOW DAY or District Work Day
		Mar.					1		Mar. 1 No School - Possible District Work Day
			4	5	6	7	8	4	Mar. 4 No School - Staff Development
			11	12	13	14	15	9	Mar. 5 Beginning 3rd Trimester
			18	19	20	21	22	14	
			25	26	27	28	29	19	
		Apr.	1	2	3	4	5	24	Apr. 8 Elementary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			(8)	9	(10)	(11)	12	28	Apr. 8, 10 Secondary PIS/T Conferences 4:00 p.m. - 8:00 p.m.
			15	16	17	18	19	31	Apr. 11 No School - Elementary Only
			22	23	24	25	26	35	Apr. 11 Elementary PIS/T Conferences 8:00 a.m. - 8:00 p.m.
			29	30				37	Apr. 12 No School - Teacher Comp Day
		May			1	2	3	40	Apr. 18-22 No School - Spring Break
			6	7	8	9	10	45	
			13	14	15	16	17	50	May. 26 Graduation
			20	21	22	23	24	55	May. 27 No School - Memorial Day
			27	28	29	30	31	59	May. 31 End of 3rd Trimester
		June	3	4	5	6	7		Jun. 3 No School - District Work Day
			10	11	12	13	14		
			17	18	19	20	21		
			24	25	26	27	28		



## Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## Equal Educational Opportunity

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, physical attributes or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Laurie Thies and she can be reached at 712-366-8311. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Missouri. or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294, (Reference Board Policy 505.4).

## "Homeless child or youth"

Defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

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

## Multi-Cultural and Non-Sexist Compliance Violation Grievance Procedure

Any person shall have the right to file a formal, written complaint against the Lewis Central Community School District alleging non-compliance with regulations outlined in Title IX of the Education Amendments of 1972 and the Iowa State Guidelines on Multi-cultural, Non-sexist Curriculum.

### Level I - Informal Discussion

A person with a grievance can contact the school to be referred to the person who may be able to resolve the matter informally. An employee with a grievance of sex discrimination may first discuss it with his/her principal or immediate supervisor. A student or parent/guardian with a complaint of sex discrimination or a violation of multi-cultural guidelines may discuss it with his/her teacher, counselor, or building administrator.

### Level II - Equity Coordinator

If the grievance is not resolved through discussion at Level I and the person wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Level II Grievance Form which may be obtained from the Equity Coordinator, located at the Lewis Central Educational Resource Center.

The formal, written complaint at Level II must be filed within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence.

The grievant may request that a meeting concerning the complaint be held with the Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written reply to Level II Grievance Form from the Equity Coordinator regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

### Level III - The Superintendent

If the complaint is not resolved at Level II, the grievant may process it to Level III by presenting a Level III Appeal of Aggrieved Part form to the Superintendent within ten (10) working days after the grievant receives the report from the Equity Coordinator. The grievant may request a meeting with the Superintendent. The Superintendent shall respond within ten (10) working days after receipt of the written report. The response shall be based as to whether in his/her judgment the school district is in compliance with state and federal laws.

This procedure in no way denies the right of the grievant to file formal complaint with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination. Rev. Aug/90

### Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics and study trips. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district, (Reference Board Policy 502.1).

### Positive Behavior Interventions and Supports (PBIS)

PBIS is a school-wide positive behavior program that is implemented at Kreft Primary and Titan Hill Intermediate School. Each school has three main expectations that are used throughout the school. At Kreft Primary, the three expectations are Be Respectful, Be Responsible, and Be Safe. At Titan Hill, the expectations are Be Respectful, Be Responsible, and Be Ready to Learn.

- ★ Expectations for all students, staff, and settings are in place to create consistency.
- ★ Expectations are displayed throughout the school and taught throughout the year.
- ★ Students and staff are able to state the expectations, creating consistency throughout the building.
- ★ Staff members model PBIS expectations for students.
- ★ Students are reinforced for displaying appropriate behavior in school.
- ★ The program is focused on acknowledging students for consistent positive behavior using Titan Tickets.
- ★ Direct instruction of expected behaviors will occur throughout the school year.
- ★ Problem behavior will be responded to with consistent consequences that are focused on reteaching the expected behaviors.

## Student Code of Conduct

Appropriate behavior is expected during the entire school day as well as at all school activities. The following rules and policies have been approved by the Board of Directors of the Lewis Central Community School District and are supported by Section 282.4 of the Code of Iowa (Majority Vote - suspension), Section 282.5 of the Code of Iowa (Re- admission of Pupil), Section 502 of the Board Policy (Student Behavior and Discipline Suspension, Expulsion and other Disciplinary Measures). A student may be suspended or expelled from school for violation of the following school rules, or for violating the Iowa Code provision contained in Section 282.4.

### RULES

1. Students are to be in attendance in all assigned classes and activities during the school day.
2. Students who skip school will not be permitted to re-enter school unless accompanied by his/her parent. No credit will be given for work missed when a student skips. The student may be required to make up the hours missed or may be suspended from school.
3. Any student who has to leave school because of illness or for another reason must check out through the principal's office. Leaving school without permission will be classified as truancy and dealt with accordingly.
4. Profanity is prohibited on school grounds, in any school building, and at any school function.
5. Students will be held responsible for any damage done to school equipment.
6. All students shall be expected to conduct themselves in an orderly and acceptable manner entering and leaving school, during assembly programs, and in the classroom.
7. All students shall respect the authority of school personnel assigned supervision duties.
8. In an elementary setting, most discipline concerns will be handled by the classroom teacher. However, some offenses are severe enough to merit referral to the building principal. Actions which must be reported to the principal include, but are not limited to the following:
  - a. The child willfully inflicts harm on another person.
  - b. The child willfully destroys or defaces property.
  - c. The child uses profane or abusive language.
  - d. The child overtly refuses to obey.
  - e. The child is absent from school without permission.
  - f. The child possesses or uses, distributes tobacco, alcohol, and/or illegal drugs.
  - g. The child possesses, uses, or transmits any instrument considered a weapon.

Items (a) through (g) are not intended to be all-inclusive, but merely offenses which will result in disciplinary action.

When a student is referred to the principal for serious disciplinary reasons, the parent/guardian will be contacted.

9. Due process - During all disciplinary proceedings, students will be accorded due process. (Reference School Board Policy 502).
10. The following matrix will be utilized for major/minor discipline referrals:

## Lewis Central Elementary PreK- 5 Building Discipline Matrix

### Responding to Misbehavior

- Respond calmly and privately
- Use nonverbal cues
- Direct/remind student of desirable behavior (what s/he can do or should do)
- Provide clear, consistent consequences related to the misbehavior delivered with dignity and purpose

**Staff Managed (Minor) Problem Behaviors** - can be redirected quickly without significantly disrupting flow of instruction or activity; if performed infrequently would not be considered a problem

Minor Violation	Dealt With in the Classroom
<p><b><u>Disruptive Behavior:</u></b> Low-intensity verbal or physical actions that hinder or impair teaching and learning</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>engaging in behaviors that interfere with the work of others</li> <li>inappropriate voice levels at designated times of listening or quiet</li> <li>inappropriate out of seat behaviors during times of instruction</li> </ul>	<p>Classroom problem solving initiated based on classroom management plan.</p> <p>Teacher completes Minor Violation Data Collection</p> <p><b>Possible Consequences:</b></p> <p>State rule and redirect</p>
<p><b><u>Non-Compliance (Defiance):</u></b></p> <p>Brief or low-intensity failure to follow directions or talks back</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>Failing to follow the request or direction of school personnel</li> <li>Failing to comply with directions to be safe</li> <li>Failing to comply with directions to stop disrupting others</li> </ul>	<p>Conference with student</p> <p>Re-teach rules</p> <p>Restitution/clean up duty</p> <p>Time owed</p> <p>Time out (in room)</p> <p>Call to parent</p> <p>Behavior contract</p>
<p><b><u>Inappropriate Language/Gestures (Disrespect):</u></b></p> <p>Low intensity instances of inappropriate language or gestures; low intensity, socially rude or dismissive messages to others</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>Making inappropriate comments (not directed at someone)</li> <li>Using an inappropriate gesture (not directed at someone)</li> <li>Using profanity (not directed at someone)</li> <li>Verbal language, written language, or actions intended to harm or disturb</li> </ul>	<p>Loss of privileges</p> <p>Walk &amp; think at recess</p>
<p><b><u>Property Misuse:</u></b></p> <p>Low intensity misuse of property</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>writing on desk, breaking pencils, ripping up papers</li> </ul>	
<p><b><u>Technology Violation:</u></b></p> <p>Non-serious, but inappropriate use of electronic device</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>having device on without permission</li> <li>modifying the work of others without permission</li> <li>deleting apps</li> </ul>	

<ul style="list-style-type: none"> <li>taking picture/videos without permission</li> </ul>	
<p><b><u>Physical Contact - Physical Aggression:</u></b></p> <p>non-serious, but inappropriate physical contact</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>Poking, tapping, kicking, tripping, elbowing, shoving</li> <li>Roughhousing</li> </ul>	

**Office Managed (Major) Problem Behaviors** - behaviors that are significantly disrupting flow of instruction or activity and/or raise concerns of safety for the student or others

<p align="center"><b>Major Violation</b></p>	<p align="center"><b>Dealt With in the Office</b></p>
<p><b><u>Disruptive Behavior:</u></b> High intensity or repeated verbal or physical actions that hinder or impair teaching and learning</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li><b>Repeatedly</b> engaging in behaviors <b>intended</b> to interfere with the work of others</li> <li><b>Repeated</b> inappropriate voice levels at designated times of listening or quiet</li> <li><b>Repeated</b> inappropriate out of seat behaviors during times of instruction</li> </ul>	<p>Electronic referral is completed.</p> <p><b>Student remains in classroom.</b></p> <p>Administration will arrange to meet with student.</p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>Time in Office</li> <li>Loss of Privileges</li> <li>Parent Contact</li> <li>Detention</li> <li>Restitution</li> <li>Individualized Instruction</li> <li>In School Suspension</li> <li>Out of School Suspension</li> <li>Administration and Parent Meeting.</li> </ul>
<p><b><u>Non-Compliance - Defiance:</u></b> Defiance of authority, refusal to obey directions of school personnel, and/or arguing.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li><b>Repeated</b> incidents of refusal to follow the request or direction of school personnel</li> <li><b>Refusal</b> to comply with directions to be safe</li> <li><b>Refusal</b> to comply with directions to stop disrupting others</li> </ul>	
<p><b><u>Inappropriate Language/Gestures (Disrespect):</u></b></p> <p>verbal, physical, or written language and/or gestures directed toward others that may cause offense</p>	

<p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Inappropriate comments or actions of a sexual nature</li> <li>• Inappropriate gesture directed at a staff member</li> <li>• Inappropriate gesture directed at a student</li> <li>• Profanity directed at a staff member</li> <li>• Profanity directed at a student</li> <li>• Verbal language, written language, or actions intended to harm or disturb</li> </ul> <p><i>If actions are determined by Administration to meet the criteria for bullying and/or harassment, an investigation will be conducted and district policy followed.</i></p>	
<p><b><u>Property Damage/Vandalism:</u></b></p> <p>Student participates in an activity that results in destruction or disfigurement of property.</p>	
<p><b><u>Technology Violation:</u></b></p> <p>Inappropriate use of electronic devices</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sexting</li> <li>• Intentionally and/or repeatedly visiting inappropriate sites</li> <li>• <b>Repeated</b> issues with modifying the work of others without permission</li> <li>• <b>Repeated</b> misuse of device (deleting apps, taking pictures/videos)</li> </ul>	
<p><b><u>Inappropriate location - Out of bounds area:</u></b></p> <p>Student leaves without permission or is in an area outside the boundaries of the school</p>	
<p><b><u>Threats</u></b></p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Intimidating others through verbal, physical, or written means</li> </ul>	
<p><b><u>Harassment</u></b></p> <p>Delivery of disrespectful messages related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected classes</p>	
<p><b><u>Physical Aggression:</u></b> actions involving serious physical contact where injury may occur</p>	<p><b>Student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p>

<p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Fighting ( mutual participation in an incident involving physical violence)</li> <li>• Biting</li> <li>• Physical contact with the intent to harm</li> <li>• Striking someone with a fist</li> <li>• Striking someone's head or face</li> <li>• Throwing items with the intent to cause harm or damage</li> </ul>	<ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> </ul>
<p><b><u>Inappropriate Display of Affection:</u></b> student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult</p>	<p><b>Student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> </ul>
<p><b><u>Illegal act or item:</u></b></p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Use or possession of a weapon</li> <li>• Use or possession drugs</li> <li>• Use or possession of alcohol</li> <li>• Use or possession of tobacco products</li> <li>• Use or possession of combustibles</li> <li>• Theft</li> <li>• Arson</li> <li>• Bomb Threat</li> </ul>	<p><b>Student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> <li>• Possible police notification.</li> </ul>

## Student Search Rule

### I. Searches, Students and Protected Student Areas

- A. All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and be based upon consideration of relevant factors which include, but are not limited to, the following:
  - The nature of the violation for which the search is being instituted.
  - The age and gender of the student who may be searched pursuant to this rule.
  - The objectives to be accomplished by the search.
- B. A school official may search individual students and individual protected student areas if both of the following apply:
  - The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
  - The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
- C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practical after the search is conducted.
- D. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.

- E. A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body; or d) a search of a student by a school official not of the same sex as the student.

A "protected student area" includes, but is not limited to: a) a student's body, b) clothing worn or carried by a student, c) a student's duffle bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

## II. School Searches, Lockers, Desks, and Other Facilities or Spaces Owned by the School

- A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to the student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing a student to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.
- B. At the beginning of each school year, the District shall provide written notice to all students and the student's parent or legal custodians that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
- C. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.
- D. An inspection of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks or other facilities or spaces by school officials or the use by school officials or others hired at their discretion, or a drug sniffing animal.
- E. An inspection of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

### School Fees

The school district charges fees for certain items and class materials. Parents who have concerns about the fees should contact the principal. Students are responsible for taking care of their textbooks. Students will be billed for lost or damaged textbooks.

An annual fee will be charged as follows:

K-5	Textbook	\$45.00
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### Emergency Information

At the beginning of each school year, a parent must provide emergency information. This information should include emergency telephone numbers of the parent as well as alternate persons to contact in the event the school is unable to locate the parents. This emergency information should include a statement that **GIVES THE SCHOOL DISTRICT PERMISSION TO RELEASE THE STUDENT TO THE ALTERNATIVE PERSON IN THE EVENT THE PARENT CANNOT BE REACHED**. A parent needs to immediately notify the principal's office if this information changes during the school year.

### STUDENT ATTENDANCE

#### Requirements

A child who has reached the age of five by September 15 and who is enrolled in a school district is of compulsory attendance age unless the child's parent or guardian provides written notice to the school district of the "intent to remove the child from enrollment in the school district." Iowa Code 299.1A(2)(2013) . Any child who fails to attend school as required, without reasonable excuse for the absence, shall be defined as truant.

Parents will receive an attendance letter after a student has accumulated four absences or tardies. Tardies are defined as arriving five or more minutes past the start of the school day or leaving five minutes or more prior to the end of the day. Parents may be contacted by school personnel after a student has accumulated eight absences or nine tardies and a second attendance letter will be sent. At 12 absences or tardies, students will be red-flagged in the school information system (PowerSchool). An



Attendance Cooperation Agreement may be written when a student has accumulated 12 or more absences or tardies. The Attendance Cooperation Agreement is a collaborative plan between the school and the parent/guardian. School personnel may also choose to make contact with the County Attorney when a student has accumulated 12 or more absences or tardies to mediate a plan that will support in improving student attendance.

It is the responsibility of the County Attorney to take appropriate legal action upon receipt of said notification.

If you have any questions regarding this policy, contact your child's school.

### Daily Attendance

Students are expected to be in class and make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as prepare students for adulthood.

Parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the school office on the day of the absence prior to 8:00 a.m. Failure to do so will result in an unexcused absence. If a student is absent due to illness or an appointment, parents should provide a physician's note upon return to school.

Students who need to leave school during the school day must be checked out in the office by a parent. Parents must sign students in for readmission to school. Students will not be released to anyone other than their parent unless the office has a note signed by the student's parent.

Students are responsible for arranging to make up schoolwork. Students have the same number of days they were absent plus one day to make up work. An extension of this policy may be requested in case of serious illness. Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence, (Reference Board Policy 501.1.501.14 and 501.15).

### Tardy and Absent

The policy for tardiness and absences in our school is as follows:

- TARDY - arriving 5 or more minutes after start of day or leaving 5 or more minutes before end of day
- ABSENT - ½ day if arrives 1 ½ hours after bell  
          ½ day if leaves 1 ½ hours before dismissal
- ABSENT - more than 1 ½ hours is full day

### Enrollment

The state law requires that a child be five on or before September 15 (Iowa Code Section 282.3).

All children who are eligible should enroll by the first week of school. It is a definite disadvantage for a child to enter school after the others are well-established. Birth certificates are required for incoming kindergarten students **and immunization records are required for all children entering our school system**, (Reference Board Policy 501.0). **These documents must be on file prior to the student starting classes.**

### Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over **The River, KISS Country, KQKQ, KKAR, KOIL, FOX KCTY, KGOR, KXKT, KTMP, KFAB** radio and **KMTV, WOWT, KETV, and KPTM Channel 17** television stations and the Lewis Central Website. Families that would like to be notified directly when classes are canceled may sign up for GovDelivery – a free email notification service provided by the State of Iowa by going to the website: [www.lewiscentral.org](http://www.lewiscentral.org)

The designation LEWIS CENTRAL COMMUNITY SCHOOLS includes Lewis Central High School, Lewis Central Middle School, Titan Hill and Kreft Primary Schools. It is our intent to have all information to these stations by 6:30 a.m. Council Bluffs Public School notices **DO NOT** include Lewis Central.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. To prepare for early dismissal parents should have arrangements made with friends or neighbors to have children stay with them. Anyone picking up children will come to the principal's office or designated area.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. If the extracurricular activity is to be held, students and a parent is notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **Student Arrival**

Students are not to be dropped off on school grounds prior to the bell signaling the start of the school day. This is for the safety of all students as there is no supervision.

### **Permission to Leave the Building**

Once students arrive at school, they are not to depart the school grounds until they are directly on their way home at the conclusion of the school day. Students who are authorized to leave the school premises for specific purposes shall follow the sign out procedure, (School Board Policy 505.3).

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or a provisional form is on file. Exceptions are allowed for medical or religious purposes when the proper forms are submitted, (Reference Board Policy 504.1).

The State of Iowa requires children to have certain immunizations to attend school. The following are required:

#### 4 years of age and older

**5 doses Diphtheria/Tetanus/Pertusis** with 1 dose received  $\geq$  4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received  $\geq$  4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age on or before September 15, 2000.

**4 doses Polio** with 1 dose received  $\geq$  4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age if born on or before September 15, 2003.

**2 doses Measles/Rubella** the first dose shall have been received  $\geq$  12 months of age; the second dose shall have been received  $\geq$  28 days after the first.

**3 doses Hepatitis B** if born on or after July 1, 1994.

**2 doses Varicella**  $\geq$  12 months of age if born on or after September 15, 2003; or 1 dose received  $\geq$  12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease.

#### Additional requirements

The Department of Public Health also requires a **blood lead, dental and vision screening** for all children entering kindergarten. A vision screening is also required for 3<sup>rd</sup> grade students. School records are audited annually for compliance.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. The school must know what medication a student is taking in the event the student has a reaction. Physician and a parent notes are required for all prescription medications given at school. A parent note is required for over-the-counter medications such as Tylenol, cold medications, and cough drops. The manufacturer's dosage recommendations will be followed unless a medical provider provides a written order to the contrary. Injections may be administered by the school nurse or designated trained staff. No student under age 6 will be given any cold/cough medication containing phenylpropanolamine without written consent from a qualified prescriber.

Medication is held in a locked cabinet and distributed by the nurse and/or designee. All medication must be in the original container with the following information: name of student, name of the medication, directions for use including dosage, times and

duration, name, phone number and address of pharmacy, date of the prescription, name of the physician and potential side effects, (Reference Board Policy 504.10). It is the responsibility of the parent to ensure medications are current and replaced prior to the expiration, (Reference Board Policy 504.10).

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parent according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parent or, with parental permission, to another person directed by the parents. **Please have arrangements in place for transporting a sick child home.**

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parent where the student has been transported for treatment, (Reference Board Policy 504.3).

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office, (Reference Board Policy 504.6).

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves nor does it create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class nor participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, chicken pox, and ringworm. A child with a rash is not allowed in school until a doctor's note is received or the rash is gone, (Reference Board Policy 504.2).

### **Head Lice**

In accordance with the Iowa Department of Health recommendations, students will no longer be excluded from school for head lice. If head lice is detected on a student, health office personnel will make every effort to reach the parents or guardians to pick up their child and initiate the recommended treatment.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, dental, height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **Emergency Drills**

Periodically the school holds practice emergency drills using the Standard Response Protocol. Teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.



### STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



### LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Recess**

Outdoor recess is scheduled unless the temperature plus wind chill is below ten degrees. Fresh air and exercise are beneficial for physical and mental health. A physician's note is required if indoor recess is requested for more than three consecutive days.

### **Physical Education (PE)**

A parent note to have their child miss PE is acceptable. If the child will miss more than two consecutive days of PE, a doctor's excuse will be required. If a doctor's note has been received stating a child may not participate in PE, the child will not be able to resume PE class until doctor's clearance is on file.

### **Anti-Bullying/Anti-Harassment**

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

Harassment and bullying in the law is: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions.

1. Places the student in reasonable fear of harm to the student's person or property
2. Has a substantially detrimental effect on the student's physical or mental health
3. Has the effect of substantially interfering with a student's academic performance
4. Has the effect of substantially interfering with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical, or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying behaviors can all interfere with our learning environment and we will have a zero tolerance for them. Unacceptable behaviors are not limited to harassment and bullying. Situations of unacceptable behavior may occur that do not meet the criteria defined by the four aforementioned conditions, but are still not acceptable for school or meet the expectations for student behavior at Lewis Central. These may include, but are not limited to, actions that might be commonly defined as unacceptable teasing.

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with no perceived power imbalance, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict. Peer mediation may be appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is not appropriate in bullying

### **Student Reporting Procedures**

Students who feel that they have been harassed/bullied should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully the student should ask a teacher, counselor or principal to help
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ Tell a teacher, counselor, or principal; and
  - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
- What, when and where it happened;
- Who was involved;

- Exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying;
- What the student said or did, either at the time or later;
- How the student felt;
- And how the harasser or bully responded

### **Building Response to Reports of Harassment and Bullying:**

All reports of potential harassment and bullying are investigated by building/district administration. The Lewis Central administration:

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information
- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

### **Sexual Abuse and Harassment of Students**

The school district does not tolerate any physical or sexual abuse or harassment of students. Students who are physically or sexually abused or harassed should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 712-366-8289 for Titan Hill and 712-366-8290 for Kreft as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Laurie Thies (712-366-8311). Level II investigations are handled by the Council Bluffs Police Department (712-328-5737).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### **Student Complaint Procedures for Sexual Harassment**

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint, (Reference Board Policy 505.5).

Lewis Central Community School District students' parents of students, employees, applicants for employment and others having business or contact with the district who feel they have been subject to denial of rights in their dealings with or education by the district shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring nondiscrimination in programs and employment.

If the complaint is not resolved informally and the complainant wishes to pursue the matter, a formal written complaint may be filed with the district's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the Superintendent or the Board of Directors.

## **STUDENT ACTIVITIES**

### **Assemblies/Special Events**

Throughout the year the school district sponsors school assemblies and special events. Attendance at these assemblies/special events is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly/special event, during an assembly/special event, and on their way back to the classroom after an assembly/special event. Students attend assemblies/special events unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies/special events shall report to a designated area.

### **Study Trips**

In certain classes, study trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a study trip is required for a course, students are expected to attend the study trip and ride the bus to and from the school with the class.

Parents must sign a study trip release upon registration.

Handheld electronic devices are not allowed on study trips. Absences in other classes or school activities due to attendance on study trips or excursions are considered excused absences. While on study trips students are guests and considered representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy, (Reference Board Policy 603.2).

#### Chaperone Procedures and Responsibilities

Chaperones need to be identified two days prior to the study trip.

Chaperones must be willing to lead a group of students.

Chaperones should arrive 10 minutes early for study trip instructions.

Chaperones should check in the school office upon arrival and pick up a study trip chaperone badge.

Chaperones will be asked to sign in when they go to their child's classroom after stopping at the office.

Each chaperone will be assigned to a group of students. A chaperone and his/her group of students will be teamed with another chaperone and group of students.

Fees associated with the study trip will be waived for chaperones.

Chaperones are welcome to ride the bus to the study trip destination.

Chaperoning will be open to a parents and family members 21 years and older.

If you are a designated chaperone and need to change your plans, please call your child's teacher immediately.

If a chaperone cancels within the two days prior to the study trip, the teacher will find a suitable replacement.

### **School-Sponsored Student Organizations**

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual sponsor's rules, as well as for violation of school district policies, rules or regulations.

### **Student Funds and Fund Raising**

Students may raise funds for school activities upon approval of the Board at least one trimester prior to the fund raising event or the start of a fund raising campaign. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied, (Reference Board Policy 1005.3).

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School district policies, rules and regulations are in effect during these meetings, (Reference Board Policy 1004.13).

## **Student Activity Tickets**

Students may purchase an activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the building principal.

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes, (Reference Board Policy 505.1).

### **Procedures for Students who are Transferring to Another School or School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents, notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district, (Reference Board Policy 501.13). When a new student transfers into the school district, the student's records are requested from the previous school district, (Reference Board Policy 501.10).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Dress Code**

There is a strong connection among academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level, that does not disrupt the school or educational environment, and is appropriate for the day's weather conditions.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats or wheels; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school, (Reference Board Policy 502.7).

### **Care of School Property**

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

### **Walking and Biking to School**

Due to the safety of the children, students at Kreft will not be allowed to ride a bicycle to or from school. Students at Titan Hill will not be allowed to walk or ride a bicycle to or from school.



### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances, and possessing or using tobacco, tobacco products, electronic cigarettes or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials, (Reference Board Policies 502.8, 402.12 and 1006).

### **Weapons**

Knowingly Possessing, Handling, Transmitting or Using:

Students who knowingly and voluntarily possess, handle, transmit or use any instrument that is ordinarily or generally considered a weapon in school or on school property are subject to the intent of this code.

Any object which could be employed to injure another person or which demonstrates no reason for being on school property will be the focus of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, nun chucks, throwing stars, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals. This list is not intended to be all inclusive, but merely enumerates examples of weapons which constitute violations.

The student will be subject to disciplinary action, which could include suspension/expulsion. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal, (Reference Board Policy 602.13).

### **Interferences in School**

Students may not possess items/materials that distract or interfere with learning. Items may include: trading cards, toys, digital devices, etc. or other similar items on school grounds or at school activities. The school will not be responsible for these types of items students bring to school. The items will be taken away from the students and may, may not be returned at a later date.

### **Student Complaints**

Students may file a complaint regarding school district policies, rules and regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within (10) days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within (10) school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within (10) days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within (10) days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5).

### **COMPUTER EQUIPMENT AND INTERNET APPROPRIATE USE PROCEDURES**

Lewis Central CSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to various technologies, network systems, and internet access for student and staff use. Parents provide electronic permission annually when submitting registration information. Student accounts are only created with parent permission.

The district's *Technology Acceptable Use Policy 605.8* outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. The complete policy is available online.

- The Lewis Central CSD network is intended for educational purposes. It is not a public access service or a public forum.
- All activity over the network or when using district technologies may be monitored and retained. Access is a privilege, not a right.
- Access to online content and posting of content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of and damage to school resources can result in disciplinary action.
- Lewis Central CSD makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

To read the complete policy of [605.8 – Technology Acceptable Use Policy](#) please visit the Lewis Central website.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each trimester. Student involved conferences will be held during each trimester. Parents who have concerns about their child's progress should not hesitate to talk to their child's teacher.

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### **District Assessments**

Assessments are used to determine academic progress for individual students, for groups of students and for the school district. The following testing program is used in the elementary grades of Lewis Central Community School District:

<u>Tests</u>	<u>Grades</u>
iReady Math	K-5
Iowa Assessments	3-5
aReading	2-5
iReady Reading	K-5
Fountas & Pinnell Benchmark Assessment System	K-5
earlyReading	K-1
earlyMath	K-1
SAEBRS	K-1

(Reference Board Policy 605.2)

### **Human Growth and Development**

The school district provides students with instruction in human growth and development at the 5<sup>th</sup> grade level. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction, (Reference Board Policy 602.14).

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another Iowa school district upon the parents'/guardians' request. Students in grades 1 - 5 wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students in kindergarten wishing to open enroll, must apply by September 1 of the current school year. Students interested in open enrolling out of the school district must contact the Educational Resource Center at 366-8248 for information and forms, (Reference Board Policies 501.16 and 501.17).

## MISCELLANEOUS

### Telephone Information

All elementary schools are equipped with an automated message system and can be contacted at any time. Students may use the telephone in emergencies with the teacher's permission. The school office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Teachers will not be called from class unless it is an emergency.

### Personal Property

All personal property should be clearly marked with the student's name. Students are responsible for personal property that is brought to school. The Lewis Central Community School District cannot assume responsibility for personal property on school grounds.

### Visitors/Guests

We encourage parents to visit their child's classroom. Please call in advance and schedule a time convenient for both you and your child's teacher. Please check-in by signing your name and getting a visitor badge. This is for the safety of your child.

### Dismissal Time

Please check into the office to request your child. You must wait in the designated area. Your child will be called to the office. Teachers try to utilize every opportunity for instruction. Please note dismissal time and plan accordingly. If a student is not picked up by the close of office hours, the Council Bluffs Police Department may be notified to pick up the student.

### Legal Status of Students

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district with a legal document. The school district needs to know when these changes occur to ensure that the parents can be reached in emergency situations. If a child is restricted from going with a parent, a legal document must be on file.

### School Meals

Lewis Central Schools has an electronic meal accounting system, which is designed to insure confidentiality among all family accounts. There is no way to determine which account is paid, reduced priced, or free by looking at the meal cards or the cafeteria cash register. Only the Nutrition Services office computer shows the family's meal status. Elementary student meal cards will be kept in the classroom or cafeteria and only given to them during mealtime.

## LEWIS CENTRAL NUTRITION SERVICES MEAL CHARGES POLICY

In accordance with state and federal law, Lewis Central Community Schools (LCCS) adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent public knowledge of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### Payment of Meals

All meal purchases are to be prepaid before meal service begins. Families have use of a meal account. Payment methods to the family meal account include the following:

1. Credit and debit card payments online. Go to [www.lewiscentral.org](http://www.lewiscentral.org), under Quick Links click on e-Funds for Schools.
2. Credit and debit card payments over the phone at 712-366-8267 from 7:00 am – 3:00 pm.
3. Payments in cash, check, money order or cashier's check can be accepted through any of the following methods:
  - a. Drop off at any school office.
  - b. Drop off at Nutrition Services office located at Titan Hill.
  - c. Deposit money at the cash register in the cafeteria.
  - d. Send payment with student in an envelope to school.

When the family account balance reaches \$0.00 only meals may be charged to the account up to -\$25.00. Students who do not have a positive balance shall not be allowed to charge a la carte items until the negative balance has been paid. When the account reaches the negative balance limit of -\$25.00, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. In the event when a family account has reached -\$25.00, students should eat breakfast at home and bring a lunch until the account has returned to a positive status.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays cash for the meal when it is received.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by an automated email system of a low balance once the family account balance reaches \$6.00. Families will be notified by letters sent home and phone calls to parents when the family account balance reaches -\$20.00. All negative balances not paid prior to the end of the school year will be charged a \$20.00 service fee. Nutrition services will work with the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

1. All households at or before the start of each school year;
2. Students and families who transfer into the district, at time of transfer.
3. All staff responsible for enforcing any aspect of the policy.

### **FREE AND REDUCED PRICED SCHOOL MEALS PROGRAM**

Lewis Central Nutrition Services sends school meal applications to families before the start of each school year. However, you may apply for school meals any time during the school year by submitting an application directly to your school office or Nutrition Services office. If you're earning at or below current [Income Eligibility Guidelines](#), you are encouraged to contact your school to fill out a school meal application. Applications are reviewed by Nutrition Services officials before granting free or reduced price benefits. If you receive [Supplemental Nutrition Assistance Program \(SNAP\)](#) benefits, all of your children who attend school automatically qualify for free school meals. Participation in other Federal assistance programs, including [Temporary Assistance for Needy Families \(TANF\)](#) also provides automatic eligibility. Please contact the Nutrition Services office at 712-366-8267, from 7:00am – 3:00pm, to determine if you need to fill out an application.

All families who qualify for school meals must complete a new application each school year. If a new application is not completed by September 15<sup>th</sup>, the family will be removed from the program and charged full price for student school meals. Families are encouraged to submit their application for approval at registration. The school district will randomly select a percentage of families to verify income on an annual basis. Students who qualify for free and reduced school meals may have one breakfast and one lunch at the approved rate per day. All purchases of second entrees, side dishes, extra milk, and a la carte are full priced items.

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture,

USDA is an equal opportunity provider, employer, and lender.

## Busing

Exhibit 702.10b

### LEWIS CENTRAL COMMUNITY SCHOOLS TRANSPORTATION RULES AND POLICIES

Safety is our top priority, therefore, it is imperative that all students conduct themselves in an appropriate manner at all times while on a school bus. While school transportation is provided as a service to students, it is important to know that riding a school bus is a privilege, not a right. Disruptions which lead to an injury of a student or which interfere with the driver's ability to concentrate on the task of operating the bus will not be tolerated.

The following rules and policies have been approved by the Board of Education. Discipline policies regarding in school conduct and activities shall supersede transportation policies. In the event a student is suspended or expelled from school, that student will also be excluded from all transportation services. Rules and policies pertaining to transportation services include, but are not limited to, 1-7 below. Such language prevents the claim from being made that 1-7 below is all inclusive.

- 1. THE SCHOOL BUS:** The school bus is considered an extension of the classroom. The driver is in charge of the bus and passengers at all times. The driver has the right to give instructions to passengers, assign seats, etc. The driver is entitled to be treated with respect. Poor conduct and/or disrespectful language will not be tolerated.
- 2. ASSIGNED BUSES:** Students will only be allowed to ride the bus to which they are assigned. This is to ensure all students have a seat on the bus. To obtain permission to ride a bus other than the one assigned, written requests must be submitted by the student's parent or guardian to the building principal and the transportation coordinator prior to the change.
- 3. BUS STOPS:** Students must be at their designated bus stop ten minutes prior to their assigned time. Students will not be allowed to board or exit the school bus from any stop other than their own unless a written request for a change is submitted to the transportation coordinator. Each request will be reviewed and approval may be granted or denied based on the circumstances of the request.

While waiting for the bus, students are asked to remain at the bus stop, be respectful of property, conduct themselves appropriately, and for safety reasons, stay at least ten feet from the roadway.

Students are expected to board the bus in a safe, orderly, and timely manner and seat themselves immediately. Students must then remain seated, behave themselves appropriately, and respect the authority of the driver. Students who do not behave appropriately will be disciplined.

- 4. CAMERAS:** Our school buses may be monitored by on-board cameras. When available, videotaped documentation may be used to verify infractions of the bus rules.
- 5. DISCIPLINARY ACTIONS:** Drivers will instruct students on the school bus safety rules. All students are expected to obey the safety rules. When a student chooses to behave inappropriately, disciplinary action will be taken. Actions may include, but not be limited to: possible Saturday school, in-school suspension, loss of riding bus, etc. During all disciplinary proceedings, students will be accorded the rights of due process. Depending on the severity of the infraction, drivers may verbally warn students. If after the driver has given a verbal warning, the student chooses again to behave inappropriately, a discipline referral will be issued by the driver and submitted to the proper school authorities.
- 6. STUDENT, PARENT CONCERNS:** Students encountering problems on the bus should report the problem to the bus driver. If the student wishes not to report to the driver, they should report the problem to the building principal. A Parent who wishes to discuss a discipline issue or procedure should contact the transportation coordinator at 712-366-8207.
- 7. APPEAL PROCESS:** In the case of issues that are not resolved to the satisfaction of all parties involved, appeals should be directed to the Hearing Panel at 712-366-8207. In the event the issue is still not satisfactorily resolved, appeals may then be made to the Superintendent of Schools at 712-366-8202.

## Lewis Central Elementary Bus Misconduct Matrix

The following is a table of guidelines for disciplinary actions related to bus misconduct. Each situation will be dealt with based upon the circumstances related to the incident, School administration will determine the final decision for any discipline actions that may be appropriate for the incident.

Rule Infraction	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral & Beyond
<p><u>Safety</u>: any action that imposes an immediate direct threat to the driver and/or riders safety.</p> <p>May include, but not limited to: assault, weapons, drugs, tobacco, possession, use, or distribution, fighting: mutual combat, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible bus suspension of 1 - 10 days.</p>
<p><u>Disruptive Behavior</u>: verbal or physical actions that hinder or impair school bus personnel to provide safe transportation.</p> <p>May include, but not limited to: placing body parts out the window, horseplay, loud voices, standing, music, damaging and/or destroying property on purpose, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible bus suspension of 1 - 10 days.</p>
<p><u>Non-Compliance (Defiance)</u>: failure to follow the request or directions of school bus personnel.</p> <p>May include, but not limited to: not sitting in your assigned seat, failure to follow requests or directions, not providing your correct name, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible Bus suspension of 1-10 Days.</p>
<p><u>Inappropriate Language and Gestures (Disrespect)</u>: verbal, physical, or written language and/or gestures that may cause offense to others.</p> <p>May include, but not limited to: verbal abuse/harassment, sexual harassment, using profanity, making an obscene gesture, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible Bus suspension of 1-10 Days.</p>

\*\*Parent Meeting required in order for students to return to classroom/school following in or out-of-school suspension from the bus.

### Library

The library/media center is designed to facilitate student learning. The teacher is to provide instructional assistance. Students are expected to conduct themselves as if they were in class while in the library. Students may check out books from the library. Students are responsible for books borrowed from the library. Books should be returned when due in good condition. Fines will be assessed for lost or damaged materials.

**Lost and Found**

The office will hold items found during the year. Articles lost or found should be reported to the office promptly. Please check the office regularly for lost items. Periodically, unclaimed items will be donated to charity.

**Parent Teacher Association**

Lewis Central PTA incorporates two elementary buildings. The association meets three times a year. The association conducts an annual membership drive and encourages all parents and teachers to become involved. The PTA works closely with the schools to form a partnership between the home and school.

**Guidance**

Guidance personnel provide individual, small group and classroom sessions at each of the elementary buildings. Parenting classes maybe provided at different times throughout the school year.

**Citizenship**

Being a citizen of the United States, Iowa, and the school district community entitles students to special privileges and protections, as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

**Inspection of Educational Materials**

Parents and other members of the school district community may come to the office to view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal, (Reference Board Policies 603.5 and 603.7).

**Communications to and from School**

When sending a note or money to school, the student should receive clear instructions as to the appropriate person to receive the note or the money. Please check with your child regularly for notes or papers. Please label envelope with child's name, teacher, and purpose of money.

**Talents Program**

The K-5 Talents Program includes three strands: inclusive, selective, and high selective. Inclusive opportunities are open to all students. Invention Convention is an example of the inclusive strand. Participation is based on interest, initiative, and effort. Selective strand opportunities are based on performance on tests or try-outs and/or teacher recommendation. This includes Wordmasters, Math League, and Math Olympiad. The highly selective strand is based on exceptional academic performance and task commitment with an emphasis on mathematical problem-solving and literacy (higher level comprehension skills, genre study, and writing skills). The highly selective strand may include direct studies with the Talents teacher in math, reading, or both. Process skills, critical, creative, and analytical thinking, problem-solving, communication, and research skills are emphasized through these three strands.

**Child Care**

Lewis Central Schools provides a year round program for school-aged children. Lewis Central Lucky Children (LCLC) provides child care on student attendance days from 6:30 a.m. to start of school and from end of school to 6:00 p.m. During the summer, vacation days, and staff development days, the LCLC program will be open from 6:30 a.m. to 6:00 p.m. For more information please call 366-8301.

**School Parties**

Fall and spring parties are held at school. The fall and spring parties are sponsored by the PTA room parents. Information relevant to individual parties will be sent home by the teachers.

**Birthdays & Celebrations**

Birthdays are allowed. However, they must be store purchased. If invitations to a party are not given to all students in a class, they should not be distributed on the school campus. The school is unable to furnish class lists with telephone numbers and addresses for parents to address birthday invitations. Balloon and flower bouquets are not allowed.

**Sharing Time**

The schedule and guidelines for sharing time will be provided to parents by the individual classroom teachers. Parents should obtain prior approval before bringing a pet to school.

**Snacks**

Some classrooms have time for snacks at the K-5 level. Items for snacks must be store purchased. Snack information will be provided by each classroom teacher.



**Kreft Primary School  
Kindergarten Supply List  
2018-2019**

- 2 Markers, Washable, Classic Colors, Wide Tip, 8/Set
- 2 Expo 2 Markers, Dry Erase, Chisel, Low Odor, Asst., 4/pk
- 3 Plastic folder, 2 Pocket, w/Prongs
- 2 Facial Tissue, 200 Count, White
- 1 Fiskars Scissors For Kids, 5" Blunt Tip
- 1 Elmer's School Glue, Washable, 4 oz., White
- 4 Elmer's Glue Stick, Washable, Purple, Dries Clear, .77 oz.
- 2 Crayola Crayons, Tuck Box, 24/Box
- 1 Crayola Paint Set, Watercolor, Washable, 8 Colors w/Brush
- 12 #2 Pencils - sharpened
- 1 Pencil Box, Plastic, 8 1/4" x 5 1/4" x 2"
- 1 Storage Bags, Economy Zip, Gal 20 (last name A-M) and Sandwich 50 (last name N-Z)
- 1 Erasers, Pencil Cap, 12/Pack
- 1 Binder, 3-ring, 1"
- 1 Headphones (no earbuds)
- 1 Napkins (Package)

\*Brand names are suggested-If you cannot find these brands, comparable ones will work. Thank you.

**Kreft Primary School**  
**1<sup>st</sup> Grade Supply List**  
**2018-2019**

- 2 Markers, Washable, Classic Colors, Wide Tip, 8/Set
- 4 Expo 2 Markers, Dry Erase, Chisel, Low Odor
- 4 Pocket folders (Solid Colors)
- 2 Facial Tissue, 200 Count, White
- 1 Fiskars Scissors For Kids, 5" Blunt Tip
- 1 Elmer's School Glue, Washable, 4 oz., White
- 2 Elmer's Glue Stick, Washable, Purple, Dries Clear, .77 oz.
- 2 Crayola Crayons, Tuck Box, 24/Box
- 1 Paint Set, Watercolor, Washable, 8 Colors w/Brush (Crayola or Prang)
- 12 #2 Pencils, sharpened
- 1 Pencil Box, Plastic, 8 1/4" x 5 1/4" x 2"
- 1 Storage Bags, Economy Zip, Gal 20 (last name A-M) and Sandwich 50 (last name N-Z)
- 1 Binder, 3-ring, 1 1/2"
- 1 Headphones (no earbuds)
- 1 Pink rectangular eraser or 1 package of cap erasers
- 1 Spiral notebook (single subject, wide ruled)

\*Brand names are suggested-If you cannot find these brands, comparable ones will work. Thank you.

\*\*Please feel free to reuse items still in good condition from the previous year.

## Lewis Central Titan Hill Intermediate

### 2018-19 2<sup>nd</sup> Grade Supply List

- 1 – 3 ring binder, 1”
- 2 – Box zipper storage bags, gallon 15 ct
- 1 – Box zipper storage bags, sandwich 50 ct
- 1 Pair of headphones w/ear cushion
- 4 – 2 pocket folders blue, red, green, yellow
- 2– Spiral wide ruled notebooks red/blue
- 1 – Box colored pencils – 8 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5” pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 2 – Dz #2 pencils
- 2 – Box Crayola Crayons – 24 count
- 1 – 100 sheet wide ruled composition books
- 2 - 3 x 3 yellow sticky notes-100 sheet
- 4 – Glue sticks
- 1 - .74 oz Elmer’s glue
- 2 – Large pink erasers
- 1 – Memo notebook 4x6
- 2 – Black chisel tip dry erase markers
- 1 – Plastic pencil box 8.25 x 5.25 x 2”

# Lewis Central Titan Hill Intermediate

## 2018-19 3<sup>rd</sup> Grade Supply List

- 1 – Eight digit calculator
- 1 – 3 ring binder, 1”
- 1 – Box zipper storage bags, sandwich 50 ct
- 1 – Box zipper storage bags, gallon, 20 ct
- 1 Pair of headphones
- 4 – 2 pocket folders, 3 hole punch
- 4 – Spiral wide ruled notebooks
- 1 – Box colored pencils – 12 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5” pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 4 – Dz #2 pencils
- 1 – Box Crayola Crayons – 24 count
- 2 – 100 sheet wide ruled composition books
- 1 – Pack wide ruled filler paper
- 2 – Blue dry erase chisel tip markers
- 1 – 100 pack ruled index cards
- 4 pack 3 x 3 yellow sticky notes
- 4 – Glue sticks
- 1 8.25 x 5.25 plastic pencil box

# Lewis Central Titan Hill Intermediate

## 2018-19 4<sup>th</sup> Grade Supply List

- 1 – Eight digit calculator
- 1 – 3 ring binder, 1”
- 1 – Box zipper storage bags, gallon
- 1 Pair of headphones
- 6 – 2 pocket folders, 3 hole punch
- 6 – Spiral wide ruled notebooks
- 1 – Box colored pencils – 12 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5” pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 5 – Dz #2 pencils
- 1 – Box Crayola Crayons – 24 count
- 2 – 100 sheet wide ruled composition books
- 1 – Pack wide ruled filler paper
- 2 – Blue dry erase chisel tip markers
- 1 – 100 pack ruled index cards
- 3 pack 3 x 3 yellow sticky notes
- 2 – Glue sticks
- 1 – Fine point black sharpie marker
- 1 – Double barrel pencil/crayon sharpener
- 1 – Yellow highlighter
- 1 – 4 oz. bottle glue
- 2 – 12 pk pencil cap erasers

# **Lewis Central Titan Hill Intermediate**

## **2018-19 5<sup>th</sup> Grade Supply List**

- 1 – Eight digit calculator
- 1 – 3 ring binder, 1”
- 1 – Box zipper storage bags, gallon or quart
- 1 Pair of earbuds with case
- 5– 2 pocket folders, 3 hole punch
- 6 – Spiral wide ruled notebooks
- 1 – Box colored pencils – 12 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5” pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 3 – Dz #2 pencils
- 1 – Box Crayola Crayons – 24 count
- 2 – 100 sheet wide ruled composition books
- 1 – Pack wide ruled filler paper
- 2 – Blue dry erase chisel tip markers
- 1 – 100 pack ruled index cards
- 6 pack 3 x 3 yellow sticky notes
- 6– Glue sticks
- 1 – Fine point black sharpie marker
- 1 – Double barrel pencil/crayon sharpener
- 2 – Yellow highlighter
- 1 – 4 oz. bottle glue
- 2 – 12 pk pencil cap erasers
- 1 – Large pink eraser