



LEWIS CENTRAL ELEMENTARY HANDBOOK

2025-2026

EQUAL EDUCATIONAL OPPORTUNITY

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

The Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Dr. Lisa Hartman, Equity Coordinator
Lewis Central Community School District
4121 Harry Langdon Blvd,
Council Bluffs, Iowa 51503
712-366-8202
lisa.hartman@lewiscentral.org

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to:

Mrs. Laurie Thies
Affirmative Action Coordinator
Lewis Central Community School District
4121 Harry Langdon Blvd,
Council Bluffs, Iowa 51503
712-366-8202
lthies@lewiscentral.org.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S.

Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further, the Board affirms the right of all students and staff, to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

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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 2025 - 2026 SCHOOL YEAR

Principal: Desiree Jensen

Associate Principal: Kellie Vinchattle

Office: Karen Dunlop

Melissa Katzer

Secretary: LeAndra Horton

Computer Tech: Kelly Rounds

Kindergarten Teachers:

Anne Benson
Jessica Good
Tyler Friedrichsen
Analise Letner
Amber Newcom
Julie Ruzicka
Beth Smith
Kelsey Walker
Erin McCardle
Alison Toman

First Grade Teachers:

Kristina Beckner
April Gradoville
Lindsey Mattox
Amy Higginbotham
Heather Nano
Wendy Pomrenke
Kathy Pregon
Michelle Schaeffer
Heidi White
Tara York

Preschool Teachers:

Becca Bourrette
Jill Heller
Aisha Figueroa
Angie Smith
Sandy Williams

Instructional Coaches:

Gina Johnson
Lisa Scieszinski

Special Area Teachers:

Talented and Gifted: Melissa Taylor

Art: Lacey Powers

ELL: Amberly Schechinger

PE: Paul Schechinger

Music: Erin O'Connell

Media/Library: Kayla Nightser
Mary Aney
Michelle Burianek-Clerk

Reading Support: Sarah Langille

Jennifer Lighthipe

Counselor: Sidney Krajicek

Angela Blaney- At-Risk Para

AEA MSW: Diane Goetzmann

AEA Special Education Rep: Joanna Drummey-Weber

AEA Speech Pathologist: Gretchen Donegan

AEA Speech Pathologist Assistant: Dana Driscoll

AEA Early Childhood Consultant: LoriLynn Ahrends

Special Education: Tona Bach
Allison Henderson
Abby Harms
Ashley Smith

District Nurse: Amanda Clanton
Ashleigh McGinnis

Health Assoc: Brenda DeLance
Diana Porath

Paraeducators: Corrie Dollen
Mary Greenwood
Jennifer Orozco
Audrey Duffey
Twyla Beuth

Brenda Bingham
Nichole Tornblum
Kim Taylor
Brittney Cozad
Jenna Loose-Ives

Tori Shields
Barb McLean
Kella Rageth
Taylor Schupp

MaryLea Spizzirri
Tiffany Hulin
Sarah Parson
McKenna Johnson

Maintenance: Chris Martin
Betty Donaldson
Jeffery Brewington

Food Service: Lisa Barnes
Kim Witters
Renee Valentine
Kenzie Annin



TITAN HILL SCHOOL PERSONNEL DIRECTORY 2025 - 2026 SCHOOL YEAR

Principal: Dana Barker

Associate Principal: Michelle Hoffman

Office: Julianna Beam

Julie Williams

Secretary: Lorry Elder

Computer Tech: Peter Black

2nd Grade Teachers:

Melinda Brewer
Cindy Cox
Jami Devine
Darla Dixon
Amanda Belt
Jennifer Kerber
Kristin Longmeyer
Dani Wagaman
Emily Sidders

3rd Grade Teachers:

Tara Cavanagh
Lacy Roesler
Stephanie Donner
Susan Drustrup
Kris Horton
Christy Hughes
Michelle Kelly
Joanna McDonald
Brooke Young

4th Grade Teachers:

Emily Davis
Caroline Faust
Abby Penner
Caitlin Reed
Becki Taylor
Alison Toman
Tara Whittington
Maggie Bennett-Brock
Sydney Carano

5th Grade Teachers:

Lindsay Wyman
Collin Fast
Evanne Jones
Christine Kane
Audra O'Brien
Kayla Smith
Stetsen Eriksen
Djuana Wambold
Rebecca Wilson

Special Area Teachers:

Art: Nicole Fischer
Art: Mason VanderWoude
Music: Belinda Jacoby
Music: Amanda Stevenson
Media: Kayla Nightser
PE: Andrew Brei
PE: Mike Ernst
ELL: Amberly Schechinger

Special Education:

Carrie Arnett
Callie Stephens
Mary Broughton
Morgan Fast
Sarah Harter
Tracie Meyer
Natalie Ringen
Maggie Miller

Counselors:

4th & 5th: Connie Cook
2nd & 3rd: Megan Petersen

Instructional Coaches:

Lanesa Statzer-Math
Katie Kinsella-Literacy
Brandy Matney-Behavior

Title Teachers:

Nicole Friedrichsen
Rebecca Hodtwalker
Ashley Wilson

TAG Teachers:

Kate White
Melissa Taylor

Health Office:

Brenda DeLance
Cheyenne Miller

District Nurse:

Amanda Clanton



TITAN HILL SCHOOL PERSONNEL DIRECTORY 2025 - 2026 SCHOOL YEAR

Associates:

Kelly Alley
Twila Biddenstandt
Tracy Blay
Nan Bertelsen
Julie Meier Childers
Emmalee Collins
Amanda Howard
Isaias Martinez
Jeanne McGinnis
Howard Iske
Melissa McLean
Jana Mikkelsen
Augi Raymer
Megan Roberts
Neo Shoemaker
Aliceyn Smith
Jefferey Swanson
Hilda Orozco
Katherine Webster
Molly Williams
Sarah Vorthman

Food Service:

Director: Mike Hoppe
Secretary: Kristin Cox
Supervisor: Kathy Boughter
Leslie Vallier
Cori Moss
Chandler Beardmore
Greg Colpitts
Dustin Moore
Kaitlin Kinnick
Steve Rains
Laura Krajcek

Maintenance:

Supervisor: Annie Barnes
Holly Fay
Nicholas Moss
Rachel Jensen
Eli Dross
Carla Pospisal
Savannah Fay
Mike Savick
Noah Whitesel
David Wegman

AEA Support Staff:

Social Worker: Mikayla Saltzman
Special Education Representative: Vince Winkler
Speech Pathology: Lindsey Willadsen
Attendance Specialist:

LCLC:

Megan Conklin

IMPORTANT NUMBERS:

Main Office: 712-366-8289
Attendance: 712-366-8385
Attendance: 712-366-8297
Health Office: 712-366-8291
Health Office: 712-366-7666
Food Services: 712-366-8267
Pool Office: 712-366-8273
LCLC: 712-366-8301

2025-2026 Calendar

LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR											
*Updated April 7, 2025											
	M	T	W	Th	F						
Aug.					1	Aug. 4	Registration Fair				
	4	5	6	7	8	Aug. 13-14	New Teachers				
	11	12	13	14	15	Aug. 18-22	No School - Staff PD/Work Day				
	18	19	20	21	22	Aug. 25	Classes Begin (Kindergarten, 2nd, 6th and 9th Grade)				
	25	26	27	28	29	Aug. 26	Classes for All Grades Begin				
						Aug. 28	Pre-School Classes Begin				
Sept.											
	1	2	3	4	5	Sept. 1	No School - Labor Day				
	8	9	10	11	12						
	15	16	17	18	19						
	22	23	24	25	26						
	29	30									
Oct.			1	2	3						
	6	7	8	9	10	Oct. 27	Regular Dismissal - All Schools Conferences 3:30-7:30 MS/HS; 4:00-8:00 Kref/TH				
	13	14	15	16	17	Oct. 30	No School - ALL Students P/S/T Conferences 8:00 a.m. - 8:00 p.m.				
	20	21	22	23	24	Oct. 31	No School - Teacher Comp Day				
	27	28	29	30	31						
Nov.											
	3	4	5	6	7						
	10	11	12	13	14						
	17	18	19	20	21						
	24	25	26	27	28	Nov. 26-28	No School - Thanksgiving Break				
Dec.											
	1	2	3	4	5						
	8	9	10	11	12						
	15	16	17	18	19	Dec. 19	1.5-Hour Early Dismissal				
	22	23	24	25	26	Dec. 22-Jan. 1	No School - School Vacation				
	29	30	31								
Jan.				1	2						
	5	6	7	8	9	Jan. 5	Classes Resume				
	12	13	14	15	16	Jan. 8	End of 1st Semester				
	19	20	21	22	23	Jan. 9	No School - Staff PD/Work Day				
	26	27	28	29	30						
Feb.											
	2	3	4	5	6						
	9	10	11	12	13						
	16	17	18	19	20	Feb. 16	No School - Staff PD/Work Day				
	23	24	25	26	27						
Mar.											
	2	3	4	5	6	Mar. 2	Regular Dismissal - All Schools Conferences 3:30-7:30 MS/HS; 4:00-8:00 Kref/TH				
	9	10	11	12	13	Mar. 5	No School - ALL Students P/S/T Conferences 8:00 a.m. - 8:00 p.m.				
	16	17	18	19	20	Mar. 6	No School - Teacher Comp Day				
	23	24	25	26	27						
	30	31									
Apr.			1	2	3	April 3-6	No School - School Vacation				
	6	7	8	9	10						
	13	14	15	16	17						
	20	21	22	23	24						
	27	28	29	30							
May					1	May. 20	Senior's Last Day				
	4	5	6	7	8	May. 22	1.5-Hour Early Dismissal - End of 2nd Semester LAST DAY FOR STUDENTS				
	11	12	13	14	15	May. 24	Commencement Ceremony				
	18	19	20	21	22	May. 25	No School - Memorial Day				
24	25	26	27	28	29	May. 26-27	No School - Staff PD/Work Day				
						May. 26-29	Potential Snow Make-Up Days				
June											
	1	2	3	4	5	Jun. 1-5	Summer School				
	8	9	10	11	12		1.5 Hour Early Dismissal				
	15	16	17	18	19		No School - Staff PD/Work Day				
	22	23	24	25	26		No School - Vacation Day				

Student Arrival & Dismissal Times

Kreft Primary School

- Doors Open...8:15 am
- Breakfast Served...8:15 - 8:35 am
- Tardy Bell...8:40 am
- Dismissal...3:30 pm (Wednesdays 2:00 pm)

Titan Hill Intermediate School

- Doors Open...8:00 am
- Breakfast Served...8:00 - 8:20 am (cold grab & go breakfast after 8:16 am)
- Tardy Bell...8:20 am
- Dismissal...3:15 pm (Wednesdays 1:45 pm)

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).

Dismissal System

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. Students are to be picked up within 20 min of dismissal time. If a student is not picked up by the close of office hours (4:00 pm), the Council Bluffs Police Department may be notified to pick up the student.

Kreft & Titan Hill use School Dismissal Manager as our dismissal system. Parents/Guardians will receive an email with instructions for downloading and using the app prior to school starting in August.

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 the 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 6:00 a.m. to 6:00p.m. For more information please call 712-366-8301.

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 the envelope with the child's name, teacher, and purpose of money.

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. It is encouraged for students to leave valuable items at home and for parents to review bags and pockets for anything that should be left at home.

Visitors/Guests

We encourage parents to visit their child's classroom. You must call in advance to schedule a time convenient for both you and your child's teacher. Our buildings have a buzzer entry system. Guests will press the button outside of the main entrance for doors to be unlocked. All visitors must show their ID, sign in, and get a visitor badge in the main office. This badge should be worn by guests the entire time in the building. This is for the safety of your child.

If an adult family member would like to volunteer, they may schedule a time with the classroom teacher. Volunteers must be with a staff member at all times and may not be alone with students other than their own, unless they have a background check. Volunteers with background checks may support or escort students without a staff member present. Please reach out to your child's classroom teacher if you are interested in volunteering. Background checks may be requested through the main office.

If you would like to eat lunch with your child at Titan Hill, we would love to have you. Please contact the office to schedule a location for your lunch due to limited space in our cafeteria. Adults may purchase a school lunch for \$5.00, or bring their own. If restaurant food is brought in, a separate room will need to be reserved for your lunch. If you would like to eat lunch with your child at Kreft, please communicate with the main office.

Pop/soda, coffee, energy drinks, etc. are not allowed at school. If there is a classroom celebration where these are allowed, the classroom teacher will communicate this to families. No restaurant or fast food may be brought into the cafeteria during the day.

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.

School Conduct & Due Process Practices

It is the policy of the Lewis Central Community School District not to discriminate on the basis of race, color, national origin, sex, 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 Lisa Hartman, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8206, lhies@lewiscentral.org.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within fifteen (15) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within five (5) working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;

- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within fifteen (15) working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within five (5) working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within ten (10) working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within fifteen (15) working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within five (5) working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Regulation 102.R1

Grievance Procedure

It is the policy of the Lewis Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, 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:

Dr. Lisa Hartman, Equity Coordinator
Lewis Central Community School District
4121 Harry Langdon Blvd,
Council Bluffs, Iowa 51503
712-366-8202
lisa.hartman@lewiscentral.org

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within fifteen (15) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within five (5) working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within fifteen (15) working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within five (5) working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within ten (10) working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within fifteen (15) working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within five (5) working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Annual Notice of Non-Discrimination

The Lewis Central Community School District offers career and technical programs in the following areas of study:

- Applied Sciences, Technology, Engineering and Manufacturing Architecture and Construction
- Applied Sciences, Technology, Engineering and Manufacturing Science Technology, Engineering and Mathematics

- Business, Finance, Marketing and Management Business, Management and Administration
- Human Services
- Information Solutions Information Technology

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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).

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; an event or activity; or held on or off school grounds.

Continuous Notice of Non-Discrimination

It is the policy of the Lewis Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, 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 Dr. Lisa Hartman, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8203, lisa.hartman@lewiscentral.org

Policy 603.4

Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will 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. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

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/Points.
- 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.

Regulation 605.1R1

Selection of Instructional Materials

I. Responsibility for Selection of Instructional Materials

1. The board is responsible for matters relating to the operation of the District.
2. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
3. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
4. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, principal and superintendent.
5. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
 1. The superintendent will inform the committee as to their role and responsibility in the process.
 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

II. Material selected for use in libraries and classrooms will meet the following guidelines:

1. Religion - Material will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
2. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
3. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws.
4. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
5. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
6. Profanity and Sex - Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
7. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection


1. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
 1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:

1. To acquire materials and provide service consistent with the demands of the curriculum;
 2. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 3. To effectively guide and counsel students in the selection and use of materials and libraries;
 4. To foster in students a wide range of significant interests;
 5. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 6. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 7. To encourage life-long education through the use of the library; and,
 8. To work cooperatively and constructively with the instructional and administrative staff in the school.
2. Materials selected are consistent with stated principles of selection. These principles are:
 1. To select material, within established standards, which will meet the goals and objectives of the school district;
 2. To consider the educational characteristics of the community in the selection of materials within a given category;
 3. To present the racial, religious and ethnic groups in the community by:
 1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 4. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 5. To strive for impartiality in the selection process.
 3. The materials selected will meet stated selection criteria. These criteria are:
 1. Authority-Author's qualifications - education, experience, and previously published works;
 2. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
 3. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
 4. Language:
 1. Vocabulary:
 1. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 2. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others to feel excluded or dehumanized.
 2. Compatible to the reading level of the student for whom it is intended.
 5. Format:
 1. Book
 1. Adequate and accurate index;
 2. Paper of good quality and color;
 3. Print adequate and well spaced;
 4. Adequate margins;
 5. Firmly bound; and,
 6. Cost.

2. Nonbook
 1. Flexibility, adaptability;
 2. Curricular orientation of significant interest to students;
 3. Appropriate for audience;
 4. Accurate authoritative presentation;
 5. Good production qualities (fidelity, aesthetically adequate);
 6. Durability; and,
 7. Cost.
3. Illustrations of book and nonbook materials should:
 1. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 2. Make clearly apparent the identity of minorities;
 3. Contain pertinent and effective illustrations;
 4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
6. Special Features:
 1. Bibliographies.
 2. Glossary.
 3. Current charts, maps, etc.
 4. Visual aids.
 5. Index.
 6. Special activities to stimulate and challenge students.
 7. Provide a variety of learning skills.
7. Potential use:
 1. Will it meet the requirement of reference work?
 2. Will it help students with personal problems and adjustments?
 3. Will it serve as a source of information for teachers and librarians?
 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 6. Will it help students and teachers keep abreast of and understand current events?
 7. Will it foster and develop hobbies and special interest?
 8. Will it help develop aesthetic tastes and appreciation?
 9. Will it serve the needs of students with special needs?
 10. Does it inspire learning?
 11. Is it relevant to the subject?
 12. Will it stimulate a student's interest?
4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.


Elementary Expectations & Discipline


Kreft Common Area Expectations Matrix

	Restroom Expectations
Respectful	<ul style="list-style-type: none"> • Keep restroom clean • Honor others privacy
Responsible	<ul style="list-style-type: none"> • Voices are off (0) or soft (1) • Wash your hands • Join your class quickly
Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to self

	Playground Expectations
Respectful	<ul style="list-style-type: none"> • Use kind words and actions • Listen for and follow all adult directions • Include anyone and everyone
Responsible	<ul style="list-style-type: none"> • Pick up equipment and belongings • Line up quickly when whistle blows • Report unsafe behavior to an adult
Safe	<ul style="list-style-type: none"> • Keep hands and feet to self • Use equipment appropriately • Keep wood chips on the ground

	Hallway Expectations
Respectful	<ul style="list-style-type: none"> • Voices are off (0) • Maintain personal space
Responsible	<ul style="list-style-type: none"> • Go directly to your destination • Stay in line
Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to self • Face forward • Stay to the right


	Bus Expectations
Respectful	<ul style="list-style-type: none"> • Voices are off (0) or soft (1) • Use kind words and actions • Listen for and follow all adult directions
Responsible	<ul style="list-style-type: none"> • Take all belongings with you • Put litter in trash
Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to self • Stay seated


	Cafeteria Expectations
Respectful	<ul style="list-style-type: none"> • Voices are soft (1) • Use manners • Listen for and follow all adult directions
Responsible	<ul style="list-style-type: none"> • Clean up your area • Raise your hand for help • Line up with your class
Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to self • Stay seated

	Arrival & Dismissal Expectations
Respectful	<ul style="list-style-type: none"> • Use kind words and actions • Listen for and follow all adult directions
Responsible	<ul style="list-style-type: none"> • Voices are off (0) or soft (1) • Go directly to your destination
Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to self


Titan Hill Common Area Expectations Matrix

	Recess Expectations
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself. • Use good sportsmanship. • Use kind words and actions.
Responsible	<ul style="list-style-type: none"> • Play safely. • Solve problems peacefully. • Use equipment appropriately.
Ready to learn	<ul style="list-style-type: none"> • Listen for and follow directions. • Seek help if needed.

	Restroom Expectations
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself. • Speak appropriately by using voice levels of 0 or 1 (soft or off). • Honor the privacy of others.
Responsible	<ul style="list-style-type: none"> • Think 2! (2 pumps of soap, 2 pulls on paper towels, score 2 points in the trash, in and out in 2 minutes). • Keep area clean.
Ready to learn	<ul style="list-style-type: none"> • Return to class promptly and quietly.

	Bus Expectations
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself. • Use kind actions. • Talk quietly and respectfully.
Responsible	<ul style="list-style-type: none"> • Stay seated with your bottom on the seat. • Practice self control. No throwing things on or outside the bus.
Ready to learn	<ul style="list-style-type: none"> • Walk appropriately and directly to designated seat. • Listen and follow directions promptly.

	Arrival/Dismissal Expectations
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself. • Use kind words and actions.
Responsible	<ul style="list-style-type: none"> • Walk, stand, or sit in designated area. • Enter and exit in a safe manner. • Be prepared.
Ready to learn	<ul style="list-style-type: none"> • Walk appropriately and directly to destination. • Listen for and follow directions.

	Lunchroom Expectations
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself. • Speak appropriately and include others. • Use manners. • Be Patient.
Responsible	<ul style="list-style-type: none"> • Have everything you need for lunch and recess. • Keep area clean.
Ready to learn	<ul style="list-style-type: none"> • Raise hand if help is needed. • Listen for and follow directions.

	Hallway Expectations
Responsible	<ul style="list-style-type: none"> • Walk on the right side of the hallway. • Watch out for others. • Keep areas clean and organized.
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and objects to myself • Speak appropriately by using voice levels of 0 or 1 (soft or off). • Appreciate hallway displays.
Ready to learn	<ul style="list-style-type: none"> • Walk on the right side of the hallway directly to destination.

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.

Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

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 parents. 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 main 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/teacher managed discipline referrals. This discipline matrix is subject to change with board approval, and building administration has discretion over decision making in disciplinary situations.

Lewis Central Elementary Building Discipline Matrix

CLASSROOM INCIDENT BEHAVIORS (STAFF MANAGED)	MAJOR BEHAVIORS (OFFICE MANAGED)
<p><u>DISRUPTIVE BEHAVIOR</u> Low-intensity verbal or physical actions that interrupt the teaching and learning process.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Inappropriate voice levels. • Excessive talking, noises, etc. • Distracting out of seat behaviors. 	<p><u>DISRUPTIVE BEHAVIOR</u> High-intensity or repeated verbal or physical actions that interrupt the teaching and learning process.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Repeated inappropriate voice levels • Repeated excessive talking, noises, etc. • Repeated distracting out of seat behaviors • Engaging in disruption at a level which learning cannot occur.
<p><u>NON-COMPLIANCE/INSUBORDINATION</u> Brief or low-intensity failure to follow directions or school rules, or failure to comply with staff requests.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Verbally refusing to follow directions of school staff (“No,” “I don’t have to,” etc.) • Ignoring directions of school staff • Failure to stop a behavior when instructed 	<p><u>NON-COMPLIANCE/INSUBORDINATION</u> Repeated or high-intensity failure to follow directions or school rules, or failure to comply with staff requests.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Repeatedly verbally refusing to follow directions of school staff when given time/opportunity to cool down & comply (“No,” “I don’t have to,” etc.) • Yelling at school staff. • Repeatedly ignoring directions of school staff when given time/opportunity to cool down & comply. • Repeated failure to stop a behavior when instructed when given time/opportunity to cool down & comply.
<p><u>LYING</u> Making an untrue statement with intent to deceive.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Denying involvement in a conflict or code of conduct violation. • Knowingly giving untrue information about a conflict or code of conduct violation. 	<p><u>LYING</u> Making an untrue statement with the intent to deceive in which another student or staff member is falsely implicated.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Knowingly providing false information that could cause another student or staff member to face consequences. • Knowingly making false statements that could cause another student or staff member’s reputation to be damaged.
<p><u>INAPPROPRIATE LANGUAGE/GESTURES</u> Low intensity instances of inappropriate language or gestures, and/or socially rude or dismissive messages to others. This includes, verbal form, written form, pictures/drawings, etc.</p>	<p><u>INAPPROPRIATE LANGUAGE/GESTURES</u> Repeated or high intensity verbal, physical, or written language and/or gestures directed toward others that may cause offense. This includes, verbal form, written form, pictures/drawings, etc.</p>

<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Making inappropriate comments (not directed at someone). • Using an inappropriate gesture or drawing (not directed at someone). • Using profanity (not directed at someone). 	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Making high-intensity inappropriate comments (directed at someone). • Using a high-intensity inappropriate gesture or drawing (directed at someone). • Using profanity (directed at someone).
<p><u>PROPERTY MISUSE</u></p> <p>Low intensity misuse of property.</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> • Writing on desk, breaking pencils, ripping up papers. • Throwing pencils, squirting others with water bottles, using recess equipment incorrectly, etc. 	<p><u>PROPERTY DAMAGE</u></p> <p>Student participates in an activity that results in destruction or disfigurement of property belonging to the school, school personnel, and/or other students.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Any damage which requires additional means to repair or clean. • Includes damage to property due to reckless behavior or horseplay.
<p><u>THEFT</u></p> <p>Theft of an item(s) less than approximately \$25. Things to consider:</p> <ul style="list-style-type: none"> • Student motivation • Condition item was returned • Discretion of teacher and administration 	<p><u>THEFT</u></p> <p>Theft of an item(s) with a value of approximately \$25 or more. Things to consider:</p> <ul style="list-style-type: none"> • Student motivation • Condition item was returned • Discretion of teacher and administration
<p><u>TECHNOLOGY VIOLATION</u></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"> • Having a device on/using a device without permission, or using prohibited personal devices (watches, phones, tablets, electronics, games, etc.) • Modifying the work of others without permission, deleting apps, visiting unapproved websites. • Taking picture/videos without permission. 	<p><u>TECHNOLOGY VIOLATION</u></p> <p>Inappropriate use of electronic devices.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Intentionally and/or repeatedly visiting inappropriate sites. • Repeated issues with modifying the work of others without permission, deleting apps, etc. • Repeated use of prohibited personal devices (smart watches, phones, tablets, electronics, games, etc.)
<p><u>PHYSICAL CONTACT/AGGRESSION</u></p> <p>Non-serious, but inappropriate or aggressive physical contact. Age & intent should be considered.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Causing physical injury that is minor in nature (e.g. redness, surface scratches, etc.) • Throwing minor items that have a low risk of causing serious injury • Throwing items but not directed at others. • Kicking, tripping, elbowing, shoving, tackling, roughhousing, spitting at another person • Hitting that is minor in nature (e.g. arm, shoulder, leg, etc.) 	<p><u>PHYSICAL CONTACT/AGGRESSION</u></p> <p>Actions involving serious physical contact where more serious injury did/may occur. Age & intent should be considered.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Biting, choking, slapping of the head/face, spitting on another person • Hitting that is serious in nature (e.g. face, head, chest, stomach, etc.) • Physical contact with the intent to harm or physical attack upon another person • Intentionally placing another person in reasonable risk of physical injury • Throwing items with the intent & ability to cause harm or damage. • Causing physical injury that is more serious in

	<p>nature (e.g. bruising, swelling, bleeding, welts, etc.)</p> <ul style="list-style-type: none"> Knowingly touching another person with the intent to injure, insult, or provoke the person.
<p><u>THREATS/INTIMIDATION</u></p> <p>Low intensity or unrealistic statements (written, verbal, or actions) which attempt to threaten or intimidate staff or students.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> Attempts to threaten or intimidate others through verbal, physical, or written means Threats that are not realistic in nature due to capability, access, age, etc. (e.g. I am going to nuke the school, etc.) 	<p><u>THREATS/INTIMIDATION</u></p> <p>High intensity, specific threatening statements (verbal, written, or actions) that intend to initiate a reasonable/realistic cause for fear or intimidation for others.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> Attempts to threaten or intimidate others through verbal, physical, or written means
	<p><u>FIGHTING</u></p> <p>Mutual combat in which both parties contribute to the situation through more serious physical actions.</p> <ul style="list-style-type: none"> Those encouraging the conflict through verbal or physical actions may be held accountable.
	<p><u>BULLYING/HARASSMENT</u></p> <p>All instances of bullying/harassment will be investigated according to our Anti-Bullying, Anti-Harassment policy. Consequences will be at Administrative Discretion.</p>
	<p><u>ILLEGAL ACT OR ITEM</u></p> <p>Possession or an item that is prohibited or illegal, and/or engaging in an illegal act. May include, but not limited to:</p> <ul style="list-style-type: none"> Use or possession of a weapon, drugs, alcohol, tobacco products, matches/lighters, etc. (includes items in lockers) Theft, Arson, Bomb Threat, etc. <p><i>Law enforcement may be contacted as necessary.</i></p>
<p><u>POSSIBLE CONSEQUENCES:</u></p> <p><i>May include one or more of the following. Consequences may be progressive. This is not an exhaustive list.</i></p> <ul style="list-style-type: none"> Parent contact* (required by the teacher for all CIs/minor referrals) Reteach expectations and/or problem solving skills Community Circle Complete a behavior reflection sheet Loss of privilege (e.g. classroom job, teacher assigned partners, penalty box on Go Guardian, etc. Titan Points should not be deleted as a consequence) Calm Corner Walk laps at recess Assigned acts of kindness Moved seating/Preferential seating Lunch detention in the classroom Parent, student, teacher meeting Detention after school in the classroom reteaching, work completion, etc.* (teacher must 	<p><u>POSSIBLE CONSEQUENCES:</u></p> <p><i>May include one or more of the following. Consequences may be progressive. This is not an exhaustive list.</i></p> <ul style="list-style-type: none"> Parent contact* (anytime a student receives a major referral) Reteach expectations and/or problem solving skills Community Circle Restorative Conversation Behavior Contract Verbal or written apology Loss of privileges (e.g. ability to travel building independently, no football at recess, etc.) Lunch detention in the office Recess detention in the office After school detention in the office Restitution (clean up, payment, replacement) Community service at Titan Hill (e.g. help maintenance staff clean tables after lunch, pick up trash on school grounds, etc.) Parent Meeting

<p><i>contact parent for permission & pick up plan, & notify administration)</i></p> <ul style="list-style-type: none"> • <i>Restitution (clean up, “community service”)</i> • <i>Verbal or written apology (should not be forced)</i> • <i>Reflective Assignment (e.g. essay, presentation, interview, research, etc.)</i> • <i>Restricted access to activities (e.g. no football at recess, must have a buddy to travel halls, no chrome during centers, etc.)</i> 	<ul style="list-style-type: none"> • <i>Reflective Assignment (e.g. essay, presentation, interview, research, etc.)</i> • <i>Suspension from school/district activities</i> • <i>Structured Day (ISS during non-instructional time only)</i> • <i>Reverse Suspension (parent accompanies student throughout school day)</i> • <i>In School Suspension (ISS)</i> • <i>Out of School Suspension (OSS)</i> • <i>Expulsion</i>
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Dress Code

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

The standards for school dress will be appropriate in a school setting. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Care of School Property

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules

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, the students may be reported to law enforcement officials, and may be subject to disciplinary action (Reference Board Policies 502.8, 402.12 and 1006).

Weapons

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

**Elementary Handbook is subject to change at any point*

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

NOTE: This is a mandatory policy.

NOTE: The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.

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 or may not be returned at a later date.

Cell Phones/Electronic Devices

Electronic devices include, but are not limited to, cell phones, wireless and wired headphones, wireless and wired earbuds, meta or smart glasses, gaming devices, tablets, personal laptop computers, etc.

Smart watches may be worn for the purpose of telling time. Smart watches must have notifications and communication abilities turned off.

Students may not access personal electronic devices at all during the school day. Students may not have their electronic devices out during the school day.

If a student has a cell phone or personal electronic device out or in use during the school day, they will be directed by a staff member to either put the device away or check it in with the teacher. Electronic devices, including cell phones, may be confiscated by any school employee and may be stored in the office at any time. It may be a requirement for parents/guardians to pick up electronic devices that have been confiscated.

Repeated violations will result in an individual technology plan which may require a student to turn their phone in to the office each morning and pick it up daily after school, or to leave said device at home.

If a student refuses to turn over their electronic device, a disciplinary referral for insubordination will be completed and administration will work with the student. Please refer to the disciplinary matrix on consequences for insubordination.

The district is not responsible for any lost, stolen, or damaged cell phones or personal electronic devices. (Reference: Board Policy 503.11 below)

Parents may contact the main office to communicate with their student in the case of an emergency.

Policy 503.11

STUDENT USE OF PERSONAL ELECTRONIC DEVICES REGULATION

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To

avoid distraction during instructional time, student use of personal electronic devices is always prohibited during the school day, except for the following times and locations:

- Middle and High Schools
 - o Before and After School
 - o During Passing Periods in the Hallway
 - o During Lunch in the Cafeteria
- Kreft Primary and Titan Hill Intermediate
 - o Before and After School Only

School administration will establish rules or protocols for storage of personal electronic devices during the school day consistent with this regulation. Rules and protocols will be included in the student handbook. Students may be required to store their personal electronic devices in their backpacks, in a school-supplied locker (upon request), or in the space designated by the classroom teacher.

School administration will establish rules or protocols for violation of this policy (use of personal electronic devices during prohibited times) consistent with this regulation. If a student is observed using a personal electronic device during prohibited times the rules and protocols provided set by building administration will be followed.

Any employee who observed the student behavior will be responsible for enforcing building protocols in relation to the offense. This may include confiscating the electronic device. Any devices confiscated will be secured in the building's front office until the end of the school day. The district and its employees, however, are not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For subsequent violations of this policy, building rules and protocols may require the device be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy up to and including suspension or expulsion.

If a student in violation of this policy refuses to turn over their device, that will be considered insubordination and disciplinary action will be enforced in relation to insubordination.

Policy 804.6

Use of Recording Devices on School Property

District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Employees should not record students or staff without their knowledge. Doing so may subject employees to disciplinary measures consistent with board policy and applicable employee handbooks.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will work with the custodian of records to establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events may be regulated at the discretion of the district. Students, parents and community members will not be permitted to take recordings of other students, employees, or community members when the recording is related to education or co-curricular matters unless the recording is authorized in advance by building administration. Students and employees found to violate this policy may be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

Policy 804.6R1

Use of District Owned Recording Devices Regulation

The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding.

Student Records

The content of the recordings may be a student record subject to federal and state law, board policy and administrative regulations regarding confidential student records. Generally, surveillance video that does not capture any specific incident is not a student record or personnel record and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal, classroom teacher, transportation director, bus driver, HR director and special education staffing team. A parent may inspect, review or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students, employees, and parents:

The Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all school buses equipped with recording devices:

This building/bus is equipped with a recording /audio monitoring system.

Review of Recording Devices

The school district will review the recordings randomly, or when necessary, as a result of an incident reported by an employee or student. The recordings may be re-circulated for erasure after 20 days.

If not public records, the viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log, as appropriate, may be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recordings was viewed.

Student Conduct

Students are prohibited from tampering with the recording devices on the school property. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Employee Conduct

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.

Smoking - Drinking - Drugs

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities; A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,

Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Expulsion

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

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.

Student Attendance & Enrollment Practices

Policy 501.9

Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the hours in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the hours in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study hall, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Policy 501.9R1)

Chronic Absenteeism & Truancy Regulation

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent

student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

Chronic Absenteeism is the equivalent of 10% of the hours of instruction provided in each semester. If a student exceeds 36 hours of absenteeism, notice will be provided to the County Attorney.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the hours in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to a.m. on the day of the absence.

If a student accumulates unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 4 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will remain in class until the At-Risk Team and Principal make a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "NG" [No Grade]. A student who loses credit due to excessive absences may be assigned to "Connections for Graduation" for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or others as added by the district.

Policy 501.3

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of ninety percent of hours per term and a minimum of one-hundred and fifty-nine days per year. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited non-public school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

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 parents unless the office has a note signed by the student's parents.

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 school work due to an unexcused absence, (Reference Board Policy 501.1.501.14 and 501.15).

Policy 501.8

Student Attendance Records

As part of the school district records of students, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the board secretary.

It shall be the responsibility of the principals to ensure that such reports are filed with the board secretary or their designee as the custodian of district records.

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.**

Policy 506.1

Education Records Access

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. Education records may be maintained in the central administration office or administrative office of the student's attendance center. Education records requests should be directed to the board secretary as custodian of district records or their designee.

Definitions

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- *[Consistent with an interagency agreement between the school district and juvenile justice agencies]*
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug

use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

- (1) Inspect and review the student's education records;
- (2) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- (4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

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.

Policy 708

Care, Maintenance, & Disposal of School District Records

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent and board secretary as custodian of district records, or their designee to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently

• Open meeting_minutes of the Board of Directors	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent record of individual pupil	Permanently
• School election results	Permanently
• Real property records (e.g., deeds, abstracts)	Permanently
• Records of payment of judgments against the school district	20 years
• Bonds and bond coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
• Written contracts	11 years
• Canceled warrants, check stubs, bank • Statements, bills, invoices, and related record	5 years
• Recordings and minutes of closed meetings	1 year
• Program grants	As determined by the grant
• Nonpayroll personnel records	7 years after leaving district
• Employment applications	2 years
• Payroll records	3 years
• School meal programs accounts/records	3 years after submission of the final claim for reimbursement

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the the custodian of district records.

An inventory of the furniture, equipment, and other non consumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the school district are housed in the high school guidance office and will be retained permanently. These records will be maintained by the custodian of district records. Special education records shall be maintained in accordance with law.

The custodian of district records or their designee may digitize or otherwise electronically retain school district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

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 (full price), K-5 Textbook = \$18 (reduced price)...this fee goes towards books, workbooks, technology, supplies, etc. Textbook fees are required for all students attending on our campus (ISD students and students contracted out for services may be exempted). Textbook fees that occur during Trimester 2 are discounted by 1/3 and textbook fees that occur during trimester 3 will be discounted by 2/3. No other fees are pro-rated and will be billed at full rates. Fees are not refundable.

Emergency Contact 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.

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 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).

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).

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 Health & Wellness

Student Health Policies & Procedures

Lewis Central Schools are committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our school settings. In order to provide a safe and secure environment for every child and adult, we follow guidelines in accordance with IDPH and the American Academy of Pediatrics. Throughout the year, the school district sponsors health screening for vision, hearing, and dental. 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 vision screening are Preschool, kindergarten, 3rd grade, and any time a teacher makes a request.

Health Records and Immunization Certificates

Before a child begins the school year, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Iowa Department of Public Health. All shot records must be up to date, or your child will not be permitted to attend school. A copy of immunization records will be kept on file by the health office. The exception to this guideline is if an IDPH approved medical or religious exemption is provided. (Reference Board Policy 504.1)

4 years of age and older

5 doses Diphtheria/Tetanus/Pertussis 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.

Illness and Exclusion Policy

Please call the attendance office to notify us if your child is ill. It is important for the office to have current phone numbers and emergency contacts in the event your child should get sick while at school. If your child is absent from school please provide a doctor's note. For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100.4°F
- vomiting
- diarrhea
- pink eyes with drainage
- skin rashes

The established policy for an ill child's return:

- Fever free for 24 hours, without the use of fever reducing medication
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial antibiotic
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Skin Rashes: Doctor note stating non contagious

When a child develops signs of an illness during their school day, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child.

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).

Medication Policies and Procedures

Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in case the student has a reaction. Prescriptions must be in the original containers with the child's name and written instructions for administration of the medication. A physician and parent note are required for all prescription medications given at school. A parent note is required for over the counter medications such as Tylenol, cold medications, etc, and they must be age appropriate.

Policy for Administering Prescription Medication

The school will administer prescription medication with a written order from a health care provider and written permission from a parent. Whenever possible, medication should be administered at home before or after school hours. Medication must be in a clearly labeled prescription bottle with the child's name, name of drug, and direction for administration, prescriber information and the medication's expiration date.

Policy for administering Over the Counter Medication

Parents will provide the school with the over the counter medication to be given. The medication must be in the original manufacturer container with legible instructions for administration, dosing, and storage of the medication. Parents must provide written permission for school health staff to administer an over the counter medication. Medication that has expired will not be administered at school.

Procedure:

The school nurse will coordinate medication administration in the school setting. Any person administering medication will have completed an approved medication administration course. The 5 rights of medication administration will be followed: 1) verification of the right child 2) the right medication 3) the right dose 4) at the right time 5) by the correct method of administration followed by documentation of the administration.

Medication errors will be controlled by following the 5 rights each time a medication is administered. In the event a medication error occurs (any violation of the 5 rights) a medication incident report will be completed and kept on file in the health office. Any error will be reported to the district nurse, parent/guardian and the medical provider immediately.

Storage of Medication:

Medications will be stored in the health office at the temperature recommended for each type of medication. All prescription medication will be stored in a locked cabinet at all times.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log. (Reference Board Policy 504.10)

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 guardian to ~~pick up their child and~~ initiate the recommended treatment.

Communicable 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, ringworm, and chickenpox. 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).

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Health records document the dates of routine screening tests and immunizations. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results; Families must provide current immunization records before entering the programs.
2. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
3. Names of individuals authorized by the family to have access to health information about the child;
4. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
5. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions, conditions that require regular medication or technology support;
6. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.
7. We follow Public Health procedures in the event of an outbreak.

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 3rd grade students. School records are audited annually for compliance.

Physical Examinations

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

Recess

Fresh air and exercise are beneficial for physical and mental health. The principal or designated representative has the option of indoor recess as weather and related conditions can be less than ideal. Consideration will be given to the following factors:

- Temperature and windchill
- Precipitation
- Safety (storm, lightning, ice, etc.)

Although outdoor recess decisions consider all factors listed above and may vary based on daily conditions, no one will go out if the temperature or windchill is below 10 degrees. 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.

Student & School Safety Practices

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

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 rescheduled. If the extracurricular activity is to be held, students and a parent are notified in the same manner as the notification that school was dismissed.

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. 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.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Anti-Bullying & Harassment Policy

The Lewis Central Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - o (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - o (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - o (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook

- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- (other) _____

Regulation 104.R1

Anti-Bullying & Harassment Investigation Regulation

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on our website. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 (one-hundred and eighty) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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.

Field Trips

In certain classes, field 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. Parents/Guardians may sign only their own child out after a field trip if they choose to.

Siblings of students, and other non-student children are not allowed to attend study trips. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field 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 weeks prior to the field trip and a background check will be required.
- Chaperones must be willing to lead a group of students. Siblings of students, and other non-student children are not allowed to attend study trips.
- Chaperones should arrive 10 minutes early for field trip instructions.
- Chaperones should check in the school office upon arrival and pick up a field 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 field trip will be waived for chaperones.
- Chaperones are welcome to ride the bus to the study trip destination.
- Chaperoning will be open to 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 field 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 semester prior to the fund raising event or the start of a fundraising 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. The cost of a student activity ticket is \$10.00.

School Parties

Both schools will hold 2 classroom celebrations throughout the school year. Information relevant to individual parties will be sent home by the teachers. No additional children are allowed to attend these celebrations, only Titan Hill & Kreft students.

Birthdays & Celebrations

Birthday treats 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. When possible, birthday celebrations will be limited to the last 30 minutes of the school day to preserve instructional time. The school is unable to furnish class lists with telephone numbers and addresses for parents to address birthday invitations. Balloons and flower bouquets are not allowed.

Snacks & Treats

Students may bring a healthy snack to school each day. Students are encouraged to bring water bottles daily. Water is the only beverage that may be brought into our classrooms. If a student brings treats for the class, they must be pre-packaged and store bought.

Student Rights & Responsibilities

Computer Equipment & 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.

"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.

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.

Student Academics

Grade Reports

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

Key: Academic Standards Progress	
4 - Exceeding the Standard	Extends academic concepts, and skills; routinely works beyond grade level expectations
3 - Meeting the Standard	Consistently grasps and applies key academic concepts, processes, and skills; on track to meet grade level expectations
2 - Approaching the Standard	Developing in key academic concepts, processes, and skills; lagging in progress toward grade-level expectations
1 - Needs Support	Struggles to grasp key concepts, processes, and skills; significantly lagging in progress towards meeting grading level expectations

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>
GOLD	PK
FastBridge Math and Reading	K-5
ISASP (Iowa State Assessment of Student Progress)	3-5

(Reference Board Policy 605.2)

Human Growth and Development

The school district provides students with instruction in human growth and development at the 5th 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 school nurse if they wish to review the curriculum or to excuse their child from human growth and development instruction, (Reference Board Policy 602.14).

Talented & Gifted Program

The K-5 Talents Program includes three tiers: universal, supplemental, and intensive. Universal tier opportunities are open to all students. Participation is based on interest, initiative, and effort. Supplemental tier opportunities are based on performance on tests or try-outs and/or teacher recommendation. This includes Wordmasters, Math League, and Math Olympiad. The Intensive tier 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 intensive tier may include direct studies with the TAG strategist in math, reading, or both. Process skills, critical, creative,

and analytical thinking, problem-solving, communication, and research skills are emphasized through these three tiers.
[Lewis Central Talented & Gifted Plan](#)

School Counseling

School Counselors will provide classroom lessons once every cycle to each classroom for grades K-5. School counselors also provide one-on-one and small group student support.

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.

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).

Nutrition Services

Lewis Central Nutrition Services

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.

All families have a meal account, and meal purchases are to be prepaid before meal service begins. Student meals are \$3.00, and adult meals are \$5.00. Payment methods to the family meal account include the following:

1. Credit and debit card payments online. Payment can be made via [E-Funds](#) on the LC website.
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 the Nutrition Services office located at Titan Hill.
 - c. Deposit money at the cash register in the cafeteria.
 - d. Send payment with the 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 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 Price 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 15th, 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.

710.1E1

School Nutrition Program Notices of Nondiscrimination

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

Regulation 710.1R1

School Food Program - School Nutrition Program Civil Rights Complaints Procedure

USDA Child Nutrition Programs in Iowa

Procedures for Handling a Civil Rights Complaint

1. Civil rights complaints related to the National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, Summer Food Service Program, Seamless Summer Option, or Child and Adult Care Food Program are written or verbal allegations of discrimination based on USDA protected classes of race, color, national origin, sex, age, and disability.
2. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. See below for additional Iowa Civil Rights information. A civil rights complaint based on the protected classes listed in #1 above must be forwarded to the address on the nondiscrimination statement.
3. All complaints, whether written or verbal, must be accepted by the School Food Authority (SFA)/Sponsor/Organization and forwarded to USDA at the address or link on the nondiscrimination statement within 5 calendar days of receipt. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description of the complaint.
4. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:
 - Name, address and telephone number or other means of contacting the complainant;
 - The specific location and name of the organization delivering the program service or benefit;
 - The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination;
 - The basis on which the complainant feels discrimination occurred (race, color, national origin, sex, age, or disability);
 - The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and
 - The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
5. USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the six protected classes listed in #1 above, for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov
6. In Iowa, protected classes also include sexual orientation, religion or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is: Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

Lewis Central Transportation

Bus Behavior Expectations and Consequences

The following is a table of guidelines in the disposition of disciplinary situations. Each situation will be dealt with based upon the circumstances related to the incident, which may require steps not listed in the table. The Transportation Director, in cooperation with the bus driver and/or monitor, will determine the final decision for any disciplinary actions that may be

appropriate for the incident. All expectations and discipline responses contained in the Student Handbook are in effect for school transportation, bus stops and other school related activities. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Depending on the circumstances of the offense and the history of the student, the action may vary at the Transportation Director's discretion. Consequences may involve discipline at the students' school or attendance in conjunction with the building administration. Law enforcement may be contacted when necessary to preserve the safety of the student or other students being transported or when a law has been broken. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

As with any school function or activity, students are expected to behave appropriately. Children riding the school bus are under the authority of the driver. Students who ride to school on a bus are expected to ride home on the bus unless they have a written note from their parents or guardian. The drivers will not discharge riders at places other than their regular bus stop without written permission from the rider's parents. Expectations include but are not limited to:

- Obey the driver/monitor and bus rules at all times.
- Remain seated while the bus is in motion.
- Keep head, arms, body and feet inside the windows.
- Keep hands and feet out of the aisles.
- Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or monitor.
- Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures is prohibited.

Student, Parent/Guardian 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 Transportation Director at 366-8207.

Appeal Process: In case of issues that are not resolved to the satisfaction of all parties involved, appeals should be directed to the Superintendent of Schools at 366-8202.

Fresh Start: Each year students will start over at 1st Offense (Written Warning).

In each of the instances, students will be notified of the infraction and, in most cases, have an opportunity to remedy the situation and change the behavior. The student will also be given an opportunity to give their side of the story. If the behavior is not sufficiently remediated and/or impacts the safety of them or other students, they will be provided a consequence. Parents or guardians will receive a copy of the referral and will be notified by the Transportation Director. Severe infractions of the safety rules may result in immediate suspension of bus riding privileges.

When at all possible, bus infractions will stay with the transportation department. Building administrators and school discipline will only occur when absolutely necessary to limit the impact on their educational environment.

<i>1st Offense</i>	- Written Warning - Parent Notification from Driver/ Transportation Director	- Written Warning - Parent Notification from Driver/ Transportation Director	- Written Warning - Parent Notification from Driver/ Transportation Director
<i>2nd Offense</i>	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.
<i>3rd Offense</i>	<u>2nd Written Violation</u> - 3 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before	<u>2nd Written Violation</u> - 5 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before	<u>2nd Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before

	reinstatement.	reinstatement.	reinstatement.
<i>4th Offense</i>	<u>3rd Written Violation</u> - 5 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>3rd Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>3rd Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.
<i>5th Offense</i>	<u>4th Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>4th Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>4th Written Violation</u> - Lose all bus privileges for the remainder of the school year. - Parents notified by the Transportation Director and Superintendent.
<i>6th Offense</i>	<u>5th Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>5th Written Violation</u> - 30 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	
<i>7th Offense</i>	<u>6th Written Violation</u> - Suspended from riding the bus/van indefinitely. - Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.	<u>6th Written Violation</u> - Suspended from riding the bus/van indefinitely. - Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.	

Day = School Day (20 days = 20 school days). Day 1 = 24 Hours (AM/PM)

Elementary School Supply Lists

PK-1 Supply List		
PRE K	K	1st
<input type="checkbox"/> 1 Markers, Washable (Classic Colors, Wide Tip, 8/Set) <input type="checkbox"/> 2 skinny Expo Marker <input type="checkbox"/> 1 Scissors (Fiskars For Kids, 5" Blunt Tip) <input type="checkbox"/> 4 Elmer's Glue Stick (Washable, Purple, Dries Clear, .77 oz.) <input type="checkbox"/> 1 Crayola Crayons (Tuck Box, 24/Box) <input type="checkbox"/> 1 Crayola Paint Set (Watercolor, Washable, 8 Colors w/Brush) <input type="checkbox"/> 1 Pencil Box (Plastic, 8 1/4" x 5 1/4" x 2") <input type="checkbox"/> 1 Storage Bags Economy Zip, Gal 20-last name A-M or Sandwich 50-last name N-Z <input type="checkbox"/> Paper plates <input type="checkbox"/> Backpack, large enough to hold a folder(No wheels) <input type="checkbox"/> 1 Crayola Colored Pencils 12 Ct. <input type="checkbox"/> Wired <u>head phones</u> (full day placements only)	<input type="checkbox"/> 2 Markers, Washable (Classic Colors, Wide Tip, 8/Set) <input type="checkbox"/> 2 Expo Markers (chisel tip) <input type="checkbox"/> 2 Expo Markers (thin tip-black) <input type="checkbox"/> Plastic folder (2 pack, plastic) <input type="checkbox"/> 1 Scissors (Fiskars For Kids, 5" Blunt Tip) <input type="checkbox"/> 2 Elmer's Glue Stick (Washable, Purple, Dries Clear, .77 oz.) <input type="checkbox"/> 2 Crayola Crayons (Tuck Box, 24/Box) <input type="checkbox"/> 1 Crayola Paint Set (Watercolor, Washable, 8 Colors w/Brush) <input type="checkbox"/> 1 Pencil Box (Plastic, 8 1/4" x 5 1/4" x 2") <input type="checkbox"/> 1 Storage Bags Economy Zip, Gal 20-(last name A-J) or Sandwich 50-(last name K-S) <input type="checkbox"/> Napkins -(last name T-Z) <input type="checkbox"/> 1 Large Pink Eraser <input type="checkbox"/> 1 Headphones (no earbuds, wired) <input type="checkbox"/> PE Days: Students should wear tennis shoes and bring a water bottle	<input type="checkbox"/> 2 Markers, Washable (Classic Colors, Wide Tip, 8/Set) <input type="checkbox"/> 2 Expo Markers (chisel tip) <input type="checkbox"/> 2 Expo Markers (thin tip-black) <input type="checkbox"/> Plastic Folder (2 pocket folders, with prongs, solid colors) <input type="checkbox"/> 1 Scissors (Fiskars For Kids, 5" Blunt Tip) <input type="checkbox"/> 2 Elmer's Glue Stick (Washable, Purple, Dries Clear, .77 oz.) <input type="checkbox"/> 2 Crayola Crayons (Tuck Box, 24/Box) <input type="checkbox"/> 1 Crayola Paint Set (Watercolor, Washable, 8 Colors w/Brush) <input type="checkbox"/> 1 Pencil Box (Plastic, 8 1/4" x 5 1/4" x 2") <input type="checkbox"/> 1 Storage Bags <input type="checkbox"/> Economy Zip, Gal 20-l(ast name A-J) or Sandwich 50-l(ast name K-S) <input type="checkbox"/> Napkins (last names T-Z) <input type="checkbox"/> 1 Headphone (no ear buds, must be wired) <input type="checkbox"/> Pencils (12, #2, yellow, sharpened) <input type="checkbox"/> 1" Binder (3-ring) <input type="checkbox"/> Pink rectangular eraser

School Supply Lists-Spanish

Lista de suministros PK-1		
TENEDOR	k	1er
<ul style="list-style-type: none"> 1 marcadores, lavables(Colores clásicos, punta ancha, 8/juego) 2 marcadores Expo delgados 1 pañuelo facial,(200 unidades, blanco) 1 tijeras(Fiskars para niños, punta roma de 5") 4 barra de pegamento de Elmer(Lavable, morado, transparente al secarse, 0,77 oz.) 1 crayones Crayola(Caja plegable, 24/caja) 1 juego de pintura Crayola.(Acuarela, Lavable, 8 Colores con Pincel) 1 caja de lápices(Plástico, 8 1/4" x 5 1/4" x 2") 1 bolsas de almacenamiento Economy Zip, Gal 20-apellido A-M o Sandwich 50-apellido N-Z Platos de papel Mochila, lo suficientemente grande como para guardar una carpeta (sin ruedas) 1 Lápices de colores Crayola 12 ct. 	<ul style="list-style-type: none"> 2 marcadores, lavables(Colores clásicos, punta ancha, 8/juego) 2 marcadores de exposición Carpeta de plástico (paquete de 2, plástico) 2 pañuelos faciales,(200 unidades, blanco) 1 tijeras(Fiskars para niños, punta roma de 5") 2 barras de pegamento de Elmer(Lavable, morado, transparente al secarse, 0,77 oz.) 2 crayones Crayola(Caja plegable, 24/caja) 1 juego de pintura Crayola.(Acuarela, Lavable, 8 Colores con Pincel) 1 caja de lápices(Plástico, 8 1/4" x 5 1/4" x 2") 1 bolsas de almacenamiento Economy Zip, Gal 20-apellido A-M o Sandwich 50-apellido N-Z 1 borrador rosa grande 1 Auriculares (sin audífonos, con cable) Días de educación física: los estudiantes deben usar zapatos tenis y traer una botella de agua. 	<ul style="list-style-type: none"> 2 marcadores, lavables(Colores clásicos, punta ancha, 8/juego) Paquete de 2 marcadores Expo Carpeta de plástico(carpetas de 2 bolsillos, con puntas, colores lisos) 1 pañuelo facial,(200 unidades, blanco) 1 tijeras(Fiskars para niños, punta roma de 5") 2 barras de pegamento de Elmer(Lavable, morado, transparente al secarse, 0,77 oz.) 2 crayones Crayola(Caja plegable, 24/caja) 1 juego de pintura Crayola.(Acuarela, Lavable, 8 Colores con Pincel) 1 caja de lápices(Plástico, 8 1/4" x 5 1/4" x 2") 1 bolsas de almacenamiento <ul style="list-style-type: none"> Código postal económico, Gal 20-apellido A-H o Sandwich 50-apellido I-P Servilletas (apellidos Q-Z) 1 auricular (sin audífonos, debe estar cableado) Lápices (12, #2, amarillo, afilado) Carpeta de 1" (3 anillos) Borrador rectangular rosa

2-5 Lista de suministros

2do. grado	3er grado	Cuarto grado	5to grado
<ul style="list-style-type: none"> 1 carpeta (3 anillos, 1") 1 bolsa de almacenamiento con cremallera(galón) 1 par de auriculares de calidad con almohadillas.(sin conexión inalámbrica) Carpetas de plástico de 2-2 bolsillos 1 caja de lápices de colores.(8 cuentas) Rotuladores lavables clásicos de 2 a 8 quilates, punta ancha Tijeras con punta puntiaguda de 1-5" 2 docenas de lápices #2, afilados 2 cajas de crayones Crayola(24 cuentas) 1 resaltador(cualquier color) 1 Sharpie negro de punta fina Cuadernos de composición con rayas de 1 a 100 hojas de ancho 2- 3x3 notas adhesivas amarillas(100 hojas) 4 barras de pegamento 1 paquete de borradores de tapa de lápiz Paper Mate 4 marcadores negros de borrado en seco. 1 caja de lápices de plástico.(8,25x5,25x2") 1-Toallitas Clorox 1 paquete de regla ancha de papel de hojas sueltas 	<ul style="list-style-type: none"> 1 carpeta (3 anillos, 1") Bolsas de almacenamiento para sándwich O tamaño de galón(1 – 50 quilates) 1 auriculares(con almohadilla para los oídos) 3 carpetas(2 bolsillos, 3 agujeros perforados, carpetas POLY azul, rojo, verde, amarillo) 3 cuadernos de espiral 1 caja de lápices de colores(12 cuentas) 1 caja de marcadores (marcadores de colores lavables, 8 unidades) 1 tijeras (punta puntiaguda de 5") 4 docenas de lápices #2, afilados Paquete de 12 borradores de tapas de lápiz 1 caja de crayones(24 cuentas) 2 libros de composición (100 hojas) 2 barras de pegamento lavables 1 caja de lápices(plástico de 8,25" x 5,25" x 2") 1 rotulador negro 1 resaltador amarillo 	<ul style="list-style-type: none"> 1 caja de bolsas de almacenamiento.(tamaño cremallera, cuarto, galón o bocadillo) 1 par de auriculares con almohadillas 6 carpetas (2 bolsillos, 3 agujeros) 6 cuadernos (Espiral, rayas anchas) 1 caja de lápices de colores(12 cuentas) 1 caja de marcadores (marcadores de colores lavables, 8 unidades, punta ancha) 1 tijera(punta puntiaguda de 5") 3 – Lápices Dz #2 1 caja de crayones Crayola(24 cuentas) 2 libros de composición(100 hojas, rayas anchas) 1 paquete de papel(regla ancha, relleno) 1 paquete de marcadores de borrado en seco.(borrado en seco, cincel, poco olor) 1 paquete de fichas rayadas(100 cuentas) Paquete de 3 notas adhesivas amarillas de 3 x 3 4 barras de pegamento 1 marcador Sharpie negro 1 sacapuntas de lápiz/crayón de doble cilindro 1 resaltador amarillo 1 caja de lápices de plástico(8,25 x 5,25) 	<ul style="list-style-type: none"> 1 caja de cada tamaño <ul style="list-style-type: none"> Bolsas de merienda Bolsas de un cuarto Bolsas de galones 1 carpeta(1 pulgada) Lápices(3 docenas) Tijeras(6") 2-botellas de pegamento 2-barras de pegamento 1 paquete de papel de hojas sueltas(cualquier tamaño) 2- Auriculares 6 carpetas(2 bolsillos, plástico) 6-Cuadernos(espiral, cualquier color) Tarjetas de índice de 1 paquete 2 resaltadores(cualquier color) 4-Paquetes de tarjetas 4-Paquetes de notas adhesivas 4-marcadores de exposición(cualquier color) 1-Bolsa de lápices/caja de suministros 1 caja de lápices de colores O marcadores Opcional <ul style="list-style-type: none"> Toallitas Clorox Sharpies(negro, punto regular)