

(Revised 1/27/17)

Welcome

The staff at Ekstrand would like to take this opportunity to welcome you as a parent and your children to the Central DeWitt Community School District. We are pleased that your children are members of our student body and look forward to their involvement in our educational program. We sincerely extend to each of you our willingness to work closely and cooperatively in every way possible.

Disclaimer

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

Statement of Philosophy

The Central Elementary School provides the foundation for the process of formal education, focusing on the whole child. Communication and cooperation between home, school, and community is essential.

The desire for learning is instilled in each child through a positive atmosphere that encourages self-esteem and enables the child to grow intellectually, physically, socially, and creatively. Each child is acknowledged as a unique individual who will be provided the opportunity to reach his/her maximum potential. It is important to develop a higher order of thinking skills.

Truancy

Any student absent from school and/or any class without the knowledge and consent of the parent and approval of the school administration will be considered truant. Truancies are considered unexcused absences. To be reinstated, a conference may be required during regular school hours, among the parents and the school administration. Students must make up work missed as a result of a truancy or receive no credit for assignments. Each building will have separate discipline procedures to deal with student truancy.

Tardy

Students who arrive to school late but prior to 9:00 am are considered tardy. The office must receive a phone call or signed note from a parent/guardian. Students must stop in the office to obtain a tardy pass before being allowed into their classrooms. When the school does not receive a phone call or note from a parent/guardian, it is considered an unexcused tardy. Students who arrive late to a class during the day are considered tardy. Classroom teachers will determine if it is considered excused or unexcused and handle accordingly. All students/parents/guardians may receive a phone call and/or letter of notification when their child(ren) have 6 unexcused tardies within a school year.

Attendance

Students are expected to be in class and to make attendance a top priority. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. School attendance is the responsibility of the student and his/her parent/guardian and the school. The school expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences. All absences are to be reported to the appropriate attendance secretary. Elementary Office: 563--659--0750. The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, medical or dental appointments not able to be scheduled during out-of-school times, family emergency, death or funeral in family, recognized religious observances and school activities. **Unexcused absences include, but are not limited to: tardiness, shopping, tanning sessions, hunting, hair appointments, missing the bus, oversleeping, concerts, preparation or participation in parties, senior pictures or other celebrations and employment.**

1. If a student is absent from school, parents are expected to call the school prior to 8:30 A.M. to report the absence. Please give the reason for the absence to help us maintain and track information. If the school is not notified, we will make every effort to locate the parent to verify the security of the student. In cases where telephone contact cannot be made, a home visit may take

place. When there is not a working phone, the student must bring a written note, signed by at least one parent/ guardian, on the first day back to school. If the absence is not verified by a parent/guardian, the student will be counted as truant.

2. Extended absences due to illness may require a doctor's note of explanation.
3. Appointments should be made outside the school day whenever possible.
4. If you know your child will be absent in advance (doctor appointment, vacation, etc.), please notify us so that we may make arrangements for your child to receive assignments in advance.
5. When children must leave prior to dismissal time, the student's parent/guardian should notify the office of the time and reason by note or a phone call. Students are not allowed to leave the school building or school grounds unless accompanied and/or approved by a licensed school official and/or a parent/ guardian. This includes the school building and parking lot, etc. Students must sign out at the office when leaving. Upon returning, students must report to the office to sign back in and obtain an admission slip or pass before going to class. Students are not released to anyone other than their parents/guardians during the school day unless the office has a phone call or a note signed by the student's parent/guardian indicating otherwise.
6. Students have the number of days absent plus one day to make up schoolwork upon return from the absence. The principal may request evidence about the absence.
7. Students participating in school activities must be in school at least one-half day no later than 11:25 a.m. on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. Only in extraordinary circumstances is this rule waived by the principal.
8. All students' parents/guardians may receive a phone call and/or letter of notification when their child(ren) have 10 total absences within the first semester or 15 absences for the school year during second semester.
9. If there are ongoing attendance issues following the receipt of a letter of phone call, an additional phone call/meeting will be made/scheduled to discuss ways to resolve attendance issues. This may include

the signing of a cooperation agreement.

10. In the event, a cooperation agreement is not successful and the student falls under the compulsory attendance law, the family can be referred to the county attorney's office for mediation.

School Schedules

- 7:40 - Breakfast students may enter the building
Breakfast is not available on "late-start" mornings.
- 8:00 - Bell rings and all students go to the classrooms
- 8:15 - Class begins

Drop-off and Pick-up Procedures

For the safety of all students, we need everyone to follow these procedures. Remember that the circle drive traffic flow is one way.

1. Do Not Pass Cars when dropping off or picking up students. The staff will direct traffic and assist students in getting to the vehicle.

2. Do not park in the circle drive during the peak pick-up and drop-off times, which are 7:30-8:30 A.M. and 2:30-3:20 P.M.

3. When you exit the circle drive, please turn right.

4. Do not block the drive to the parking lot.

5. Do not use the side bus parking lot for drop-offs or pick-ups.

General Information

1. Label all articles of clothing, school supplies and items brought to school.
2. Students are expected to attend school regularly and punctually except when ill.
3. Notify the office of changes in phone numbers and address.
4. If you are moving from the district, let us know several days in advance so that transfer information and personal material can be gathered to take along on the last day.
5. Feel free to talk with your child's teacher and principal as often as needed to be successful.
6. Wear clothing appropriate for the weather conditions. We will play outside except when weather is extreme. Please see that children do have snow pants and boots during wet or snowy weather. *Our school adheres to the following wind-chill temperature guidelines:*
 - Full Recess: 20 degrees or higher*
 - Shortened Recess: 0 to 19 degrees*
 - Inside Recess: below 0*
7. Students who are too ill for outside recess must have a note from the family doctor. These students may have to be relocated to another classroom or the

school office during recess to ensure their supervision.

8. Appropriate dress can be an asset to your child's learning. Extremes in dress are to be avoided. Students will be active every day at school. Classroom clothing should be appropriate to the weather and to school activities. The general rule for dress is to use good judgment. Dress that is disruptive to the educational setting will not be allowed. Students may not wear clothing with offensive language or which promotes the use of drugs (which includes alcohol and tobacco products).
8. Keep belongings in your locker or desk. Children should not bring money, cell phones, heelies, radios, toys, or other objects from home.
9. Please check with the teacher before bringing pets to school. Pets will not be transported to and from school on the school buses.
10. Permission needs to be obtained from the teacher for students to use the phone.
11. Field trips are planned at each grade level to supplement and enhance the curriculum. You will be notified of field trips that pertain to your student. At registration the parents sign permission forms.
12. All classes at the elementary level have parties to celebrate the following holidays: Halloween, Christmas, Valentine's Day and End of Year. Students who wish may provide birthday treats to the entire class. Distribution of treats in the classroom is up to the teacher's discretion. It is always a good idea to ask the classroom teacher ahead of time.

Home party invitations will not be distributed at school unless the whole class is being invited.

Early Dismissal

The school board has designated early dismissal days on the school calendar when school is dismissed early in order to provide in-service training for teachers.

If the school must be evacuated, Ekstrand Elementary will evacuate to the DeWitt Fitness Center. The school's contact person in an emergency is Jen Vance (principal) or Katie Burgmeier (counselor).

School Closings/Delays/Early Dismissals

School may be closed or delayed due to inclement weather. This can include fog, snow, ice, and extreme cold. Usually, the determination to close or delay school is made prior to 6:00 a.m. Our automated message system will contact all parents/guardians by phone and/or e-mail using the emergency contact information in our student data program. To make sure you receive any such announcements, **it is imperative that you keep your contact**

information current. Please contact your child's school office with any changes to your emergency contact information.

Although we make every attempt to have our emergency announcements posted to the local television stations, sometimes there are technical difficulties beyond our control that inhibit the process. Therefore, we suggest that you check our web site www.central-csd.org for the most reliable and up-to-date information. It is our request that you please not call schools or the central office, if possible, to keep the lines free for emergencies and communication purposes.

Also please be advised that it is the policy of Central DeWitt Community Schools that all extracurricular activities will be cancelled/postponed in the event of school closing for the day.

Reports

The individual classroom teacher of each child administers grades. The grade your child receives reflects the performance of your child in that specific subject area.

Parents have access to their child's grades and assignments through the district's Student Information System called Infinite Campus. Access to Infinite Campus is through our district website. An account and a password will need to be set up the Karey Carlin at the administration center prior to the first use.

A report of student progress will be sent home each trimester.

If a student is having difficulty with his/her work or personal adjustments and relationships, he/she and his/her parents may be asked to come in for a conference with the teacher. Parents should also feel free to request a conference.

Twice a year the school will declare Parent/Teacher Conference Day.

Homework

Homework is an integral part of the educational process. Some examples of homework that may be assigned to students are: daily assignments as given by the classroom teacher; make-up work after absences; reinforcement activities (example: vocabulary, spelling lists or math flash cards); participating in home or community safety programs; gathering news and other current information from newspapers and other sources. Questions about homework should be directed to the classroom teacher.

Visiting School

Visitors are welcome at Ekstrand. In order to make our school safe we require all visitors to stop at the office, sign in, and pick up a visitor's pass for their stay.

A parent's visit to their child's classroom is always welcomed and encouraged. If you'd like to visit your child's classroom we need you to do the following:

1. Call the school office to make arrangements ahead of time.
2. Class visits should occur between October and April (if at all possible).
3. Speak with the teacher ahead of time and discuss the purpose of your visit.

Safety

1. Cross streets only at corners.
2. Never run out from behind parked cars.
3. Know your name, address, telephone number, and the name of your parents and family emergency plan.
4. Stay on the sidewalks.
5. Refuse to talk or to ride with strangers.
6. Parents who bring or pick up their child need to stop in the office and sign out their child.

Birth Certificate

We require that you present your child's birth certificate when he/she enters school.

Care of Illness and Injury

1. The school nurse/personnel is responsible for emergency care of sudden illness and injury. First aid will be given, but subsequent care is the responsibility of the parent and physician.
2. Parents or guardians will be notified when a child is sick or injured. The family doctor will not be contacted without authority from parent or guardian unless it is apparent that an injury or illness needs immediate medical attention.
3. No sick or injured child will be sent home without first contacting the parent and a responsible adult is home to receive them. Transportation is the responsibility of parents.
4. Students will be sent home with any of the following symptoms: fever (99.6 or above), sore throat, vomiting, diarrhea, undiagnosed rash, inflammation of the eyes, untreated impetigo or ringworm.
5. By recommendation of the Iowa Department of Public Health, students should NOT return to school until they are symptom and fever free for 24 hours. This means there has been no fever without the use of fever reducing medications, such as ibuprofen (Motrin, Advil), acetaminophen (Tylenol), naproxen sodium (Aleve), and aspirin products.

6. It is recommended that children entering kindergarten have a physical and dental exam. The state requires students to be properly immunized. Parents are required to provide the school with a health history listing childhood diseases and any physical conditions or use of medication that may affect the functioning of the child in the classroom.

Administration of Medication to Students

1. Medication shall be defined as any substance used for medical treatment, including, but not limited to prescription and nonprescription drugs and treatments. Medication shall not include nonprescription natural and/or holistic supplements, remedies and/or treatments, as the school employees administering said treatments are not able to determine the effects of the treatments.
2. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.
3. Nonprescription natural and/or holistic supplements, remedies and/or treatments may be administered by the student's parent during the school day when the parent submits a written request to the superintendent or designee. The superintendent or designee will work with the parent to schedule the parent's administration of the nonprescription treatments to fit with the student's school schedule.
4. When administration of the medication requires ongoing professional health judgment of a district employee, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.
5. Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall

be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

6. A written record outlining all district administration of medication shall be on file including:
 - date;
 - student's name;
 - prescriber or person authorizing administration;
 - medication;
 - medication dosage;
 - administration time;
 - administration method;
 - signature and title of the person administering medication; and
 - any unusual circumstances, actions, or omissions.

Discipline Policies

Children must know what behaviors are expected and must experience the consequences of their behaviors. Conferences between staff members, students, and parents/guardians may take place. The following specific behavior consequences are also possible: a student may be given a detention; objects may be taken from a student and parents or guardians may be contacted; a behavior modification plan may be established; a student may be required to have a staff member verify his/her attendance or behavior for each period of the school day; parents/guardians of a student damaging the school building or school property may be asked to pay for the replacement cost or cost of repair.

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying other student's work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined, discipline may include the loss of class credit, a zero for the work, or whatever the teacher or administrator deems necessary.

Student Suspension: In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but which do not warrant the necessity of removal from school. Written notice and reasons for the in-school suspension will be sent to the student's parents.

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

Bus Procedures

Students riding on school buses must obey all the rules and regulations or forfeit their right to ride the school bus. Students are not allowed to ride a bus other than their own unless it is an emergency situation, and this must be ok'd by the principal. Loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the drivers' instructions, and refusing to remain seated are violations of proper conduct on the bus.

Video Cameras

The Central DeWitt Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment.

Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video recordings may be confidential student records and may be retained with other student records. Video recordings may be retained if necessary for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

Food Service

Breakfast and lunch are available for all students. Students may purchase a hot lunch, bring lunch and beverage from home, or bring lunch from home and purchase milk in the dining area. **Restaurant food and/or pop is not allowed in the lunchroom.** If parents wish to bring restaurant items or pop they may, with the classroom teacher's prior approval, eat in the classroom or take their child out to eat. Students deposit a specific amount of money in their lunch accounts at any time, which will enable them to purchase lunches, breakfast, extra milks, and entrees. Government funding provides for free or reduced-rate meals for qualified students. Applications are available in the office. The monthly lunch menu is sent home to every student in the communication envelopes. Students forgetting their lunch money or failing to bring a cold lunch will be allowed to charge for a limited time. Good manners will be expected in the cafeteria at all times. Those students not following cafeteria rules may lose cafeteria privileges.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Search and Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

Anti Bullying/Harassment Policy

The Central DeWitt Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

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” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student’s person or property.

- (2) Has a substantial detrimental effect on the student’s physical or mental health.

- (3) Has the effect of substantially interfering with a student’s academic performance.

- (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 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.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably

investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this 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.

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 policy adopted pursuant to this section, 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.

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, 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.

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 web site

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES - Code No. 402.3

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The Level I investigators are: Molly Prombo (Elementary Counselor) and Carl Small (MS/HS Counselor). The Level II investigators are: the DeWitt Police Department and/or the Clinton County Sheriff's Department.

Vandalism

Any person or persons willfully damaging school property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible as provided in the Code of Iowa.

Weapons

The board believes weapons and other dangerous objects and look-a-likes in the 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 or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall 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.

email dan.peterson@central-csd.org.

Homeless Youth

State and federal law requires school districts to identify students experiencing homelessness. *Chapter 33 of the Iowa Administrative Code defines "Homeless child or youth"* as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to 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.

Please contact Terri Selzer, District Homeless Children & Youth Liaison at 563-659-4738 or cell phone 563-559-0479 with any questions.

Continuous Notice of Nondiscrimination

It is the policy of the Central DeWitt 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 Dr. Dan Peterson, Superintendent, 331 E. 8th St., PO Box 110, DeWitt, IA 52742, phone (563)659-0700, or