

CDIS Handbook
Table of Contents

Welcome	2	Medication Administration	12
Equal Education Opportunity	2	Health Screening	13
Jurisdictional Statement	2	Media Center	13
Continuous Notice of Discrimination	3	Nutritional Services	14
Definitions	3	Pop/Liquid Drinks	17
Disclaimer	3	Lost and Found	17
Publication Policy	4	Field Trips	17
Statement of Philosophy	4	Complaints and Grievances	17
School Song, Mascot, & Colors	4	SABER Expectations & PDA	17/18
Truancy and Tardy	4	Bus and Other Schools Vehicles	18
Attendance	5	Care of School Property	18
School Schedule	6	Discipline Procedures	18
Drop Off & Pick Up Procedures	6	Anti-Bullying/Harassment Policy	19
Dual Enrollment	6	Illegal Items	21
Inclement Weather	7	Violence	21
Dress Code	7	Terrorism	21
HAWK-I Insurance	8	Abuse of Students	22
Homeless Status	8	Physical Restraint	22
Immunizations	8	Extortion	23
Emergency Drills	8	Gambling	23
Visitors/Guests	9	Weapons Policy	23
On Campus Building	9	Search and Seizure	24
Legal Status of Student	9	Video Cameras	26
Directory Information Usage	9	Bicycles/Skateboards	26
Guest Teachers	9	Snow	26
Use of District Facilities	9	Assemblies	26
Distributing Items on School Grounds	10	Student Fundraising	26
Open Enrollment	10	No Child Left Behind Act	27
Academic Integrity	10	Other General Information	29
Homework/Incomplete Grades	10		
Standardized Testing	10		
Physical Education	11		
Grade Reports	11		
CDIS Grading Scale	11		
Records	11		
Internet Access	11		
Inspection of Educational Materials	11		
Assistance for Students	11		
Guidance Program	11		
Human Growth and Development	12		
Special Education	12		
ELP	12		
Illness or Injury	12		

Welcome

The staff at Central DeWitt Intermediate School (CDIS) 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 member of our student body look forward to their involvement in our educational program. We sincerely extend to each of you out willingness to work closely and cooperatively in every way possible.

Equal Educational Opportunity-Code No. 102

The board will not discriminate in its educational activities on the basis of age (except students), color, creed, disability, gender, gender identity, marital status (for programs), national origin, race, religion, sexual orientation, or socioeconomic status (for programs). The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age (except students), color, creed, disability, gender, gender identity, marital status (for programs), national origin, race, religion, sexual orientation, or socioeconomic status (for programs). 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 harassment.

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. The employees (teacher, coach, aide, secretary, guest teachers, or volunteers) are the supervisors of student activities. Their instructions are to be followed by all students. Students may not use abusive language, profanity or obscene gestures or language. Public display of affection is inappropriate for schools and should not be demonstrated. 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. All students are subject to the Student Good Conduct Rule. A complete copy of this policy is given to each student at registration. 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 education 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, loss of privileges, suspension, probation and expulsion. A student who is removed from a class for a disruption can at the least expect to be assigned a detention. Discipline can also include prohibition from participating in extracurricular activities, including athletics. 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 office for information about the current enforcement of the policies, rules or regulations of the school district.

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., P.O. Box 110, DeWitt, IA 52742, phone 563-659-0700, or email dan.peterson@central-csd.org

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 charter buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

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.

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

Statement of Philosophy

The Central DeWitt Intermediate 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.

School Song, Mascot and Colors

School Song

Central Sabers loyal are we
On we fight to victory
Fight on you Sabers
To our colors true we will be
Central Sabers fight tonight
Fight, fight, fight with all your might
Fight on you Sabers, Fight Rah, Rah,
Rah, Rah, Rah, Rah, Rah, Rah, Rah, Rah, Team, Team, Team

School Mascot

Sabers

School Colors

Purple and Gold

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 9:00am 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.

- High School Office: [5636590715](tel:5636590715)
- Middle School Office: [5636590735](tel:5636590735)
- Intermediate Office: [5636594780](tel:5636594780)
- Elementary Office: [5636590750](tel:5636590750)

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.

CDIS School Schedule

- 7:40am - Breakfast students may enter the building. Breakfast is not available on "late-start" mornings.
- 8:00am - Bell rings and all students go to the classrooms
- 8:15am - Class begins
- 3:00pm - School dismisses

Drop-off and Pick-up Procedures

For the safety of all students, we need everyone to follow these procedures. Remember that the parking lot, to keep traffic flowing, is one way.

1. When passing cars that are dropping off or picking up students, pass with extreme caution.
2. Do not park or drive in the bus lane during the peak pick-up and drop-off times, which are 7:30-8:30 A.M. and 2:30-3:20 P.M.

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 principal.

Inclement Weather

School may be closed or delayed due to inclement weather. This can include fog, snow, ice, extreme cold and heat. 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. The missed day may have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and rescheduled.

Dress Code

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. During school hours, CDIS students are expected to dress and groom themselves in a way that is neither offensive nor distracting to other students and/or faculty. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. A student will be required to change his/her clothing or leave school if the dress code policy is not followed. Continued referrals to the office for dress code violations will be considered insubordination. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. The following guidelines will be used to determine appropriate student appearance during regular school hours:

1. Clothing that exposes a midriff, cleavage, or buttocks is not to be worn at school.
2. Spaghetti straps, tube tops, halter-tops, backless tops, and one shoulder tops are not acceptable.
3. Undergarments must not be visible.
4. No outdoor winter coats are allowed in the classroom.
5. Book bags and gym bags are not allowed in the classrooms without permission from the office.
6. Headwear (bandanas, doo rags, hats, or hoods), or chains may not be worn at anytime in the building.
7. Headphones should not be used unless otherwise directed by a staff member between 8:00am - 3:00pm.

8. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
9. No clothing or apparel is to promote products illegal for minors, display obscene material, sexual remarks, profanity or make reference to prohibited conduct.

School administration makes the final determination of the appropriateness of a student's appearance.

HAWK-I Insurance

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Homeless Status

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, living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations, living in an emergency or transitional shelter, abandoned in a hospital, or 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, train station, or similar settings.
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. The Homeless Children & Youth Liaison for the district is Terri Selzer. Please contact her at 659-0715 or her cell phone 563-559-0479 with any questions.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Emergency Drills

Periodically, the school holds emergency codes, fire, and tornado drills. At the beginning of the school year, 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 are expected to remain quiet and orderly during a drill or an emergency. 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.

Visitors/Guests

Visitors to the school grounds must check in at the office. If a student wishes to bring a guest to the CDIS, the student must receive permission from the school administration prior to the guest's visit.

Central DeWitt Community School District has implemented a new policy for volunteers, parents or anyone entering the building. Each time you go to any building you will be required to submit your driver's license or photo ID to the secretary when signing in. You will then receive a badge to wear while you are in the building. Upon leaving, sign out, return the badge and the secretary will give you your license or ID back. Thank you for your understanding and support in this measure of safety of our students.

On Campus Buildings

Students need to remain in their assigned buildings unless permission has been granted by administration.

Legal Status of Student

If a student's legal status, such as the student's name or custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Directory Information Usage

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first week of school to the principal. The objection needs to be renewed annually.

Guest Teachers

From time to time the regular teacher may be absent from school. When this happens, we will have a guest teacher in the classroom. This person is a qualified, trained teacher, and is also our guest for the day. As our guest they are to be treated with utmost respect and courtesy. Should a student disrupt a guest teacher's classroom, the student should expect that normal consequences will double. Remember that being a SABER is more than words, it is actions.

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. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. Posting of Information Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Distributing Items on School Grounds

Students who wish to distribute information should contact the superintendent and see board policy 903.5.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the district's business manager for information and forms.

Academic Integrity

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

Homework/Incomplete Grades

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade in the class at the intermediate school level. Incomplete grades need to be made up within one week of the end of a grading period. Circumstances out of student's control will be dealt with accordingly. This is for students who have missed school.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Examples of these test may include Iowa Assessments,, MAP, Cogat etc.

Physical Education

Physical education class is required by law. Each student must participate in class. No student may be excused from class for extended periods of time without a doctor's excuse stating the reason for non-participation. A written excuse from a parent will be accepted no more than two consecutive times for a one-day non-participation. If you have an approved excuse, you must still go to class to do a reading and/or writing assignment. Only the physical education teacher may release a student to go to the library (with a pass) after attendance has been taken. All students will dress for physical education in regulation clothes determined by the school.

Grade Reports

Grade Reports can be accessed on the Parent Portal of Infinite Campus. A School Messenger (email) will be sent to parents once the quarter are completed.

CDIS School Grade Scale

100-90% = A 89-80% = B 79-70% = C 69-60% = D 59% & below = F

Records

The district policy regarding student records access is provided at the beginning of each school year.

Internet Access

Please refer to the district Acceptable Use Policy.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

Assistance for Students

Students who may need help with personal or school problems are encouraged to seek help from the guidance or student services departments. Peers, teachers, staff and parents may refer names of students who are in need of assistance.

Guidance Program

The guidance program is designed to help students become well-rounded, productive adults. Confidentiality is maintained by employees involved in the guidance program. See more about the guidance program on our district website.

Human Growth and Development

The school district provides students with presentation of an introduction to human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Special Education

Parents who suspect their child has a disability requiring accommodations or special education services are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Procedural Safeguards Manual for Parents.

Extended Learning Program (ELP)

The Central DeWitt Community School District provides for students with outstanding talents and abilities in the following areas: general intellectual, specific academic, creativity, leadership, and visual and performing arts. The district uses an integrated gifted programming model with three levels of programming options as outlined in the G/T brochure available at registration or in the school office.

Illness or Injury at School

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), vomiting, diarrhea, undiagnosed rash, inflammation of the eyes, untreated impetigo.
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.

Medication Administration

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:
 - a. date;
 - b. student's name;
 - c. prescriber or person authorizing administration;
 - d. medication;
 - e. medication dosage;
 - f. administration time;
 - g. administration method;
 - h. signature and title of the person administering medication; and • any unusual circumstances, actions, or omissions.

Health Screening

Throughout the year, the school district sponsors health screening for vision and hearing of 5th grades, if time permits.

Media Center

1. The media center is open on M-TH from 7:00 a.m. to 4:00 p.m and on Friday from 7:00 a.m. to 3:30pm. On early out days it closes at 1:30pm.
2. The media specialist and full-time media aide are available to help students and staff.
3. Most books are checked out on a two-week basis.
4. All materials in the media center may be checked out with the understanding that lost materials must be paid for by the person checking them out.
5. The media specialist and media aide are there to help you. Ask for help when you need it.
6. In order to maintain a clean environment, food and beverages are not allowed in the media center during the school hours.

Nutritional Services

Date Adopted: 7/1/17: **NEGATIVE BALANCE PROCEDURES FOR THE CENTRAL DEWITT COMMUNITY SCHOOL NUTRITION PROGRAM-** In order to provide students and parents/guardians in the Central DeWitt Community School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented effective July 1, 2017.

- The Central DeWitt Nutrition Service Department encourages parents to pre-pay meals for their children, thereby eliminating situations that could develop during mealtime over negative balances. Pre-payments for lunch and breakfast can now be made through Infinite Campus. Please go to the schools website at www.cd-csd.org and click on the Infinite Campus link at the bottom of the page. Cash and check payments will continue to be accepted by each school's cashier.

- Cashiers will start telling the students what their balance is when they have \$5.00 left in their account. When the child has reached a negative balance the cashier will hand the student a reminder slip signed by the Principal and the Nutrition Services Director.

- Students grades 4-12 wanting a lunch and not having money to purchase a lunch will be allowed to charge a meal up to the negative -\$10.00 limit. No extra's or ala carte items will be allowed when you have a negative balance.

- Students grades K-3 wanting a lunch and not having money to purchase a lunch will be allowed to charge a meal up to the negative -\$20.00 limit. No extra's or ala carte items will be allowed when you have a negative balance.

- When your child reaches the designated negative limit for their grade level a letter will be sent home from the cashier explaining that they will be served an alternate lunch meal the next day up to 3 times. Once you reach that 3 time limit you will be asked to pack a lunch from home.

- There will not be an alternate meal for breakfast. So when your child reaches the designated negative limit for their grade level the child will need to eat breakfast at home before they come to school.

- Alternate meals for lunch will consist of an alternate sandwich, a piece of fresh fruit or vegetable and a milk. There will be a charge of \$.80 for these items and they will only be allowed to have this alternate meal 3 times.

- Alternate meals will be provided to full paid status students and reduced priced students only. Any free status student will not be denied a meal. However, ALL students will not be allowed to purchase extra's or ala carte items once they reach a negative -\$.01 balance.

- If there is no payment and no lunches brought from home for a period of 5 days, there will be a phone call from the Principal or Nutrition Services Director to set up a meeting with the parent or guardian to discuss alternate options or actions regarding this situation.

- For students with a full paid status: Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$5.00 or less left in their account.

- For Students with a reduced paid status: Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$2.00 or less left in their account.

- For Students with a free paid status: Phone calls and e-mails will go out to parents/guardians Sunday through Friday evenings informing them when their child has \$-.01 or less left in their account.

- Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through <https://centralcommunityia.infinitecampus.org> This system can be used to confirm that payments have been received, make payments, and monitor account activity

- Parents may submit a free/reduced application if they are unable to pay for school lunches. A yearly application is required and can be updated any time your income status changes. Applications are available during registration or at individual school offices as well as on the district's website at www.cd-csd.org. They can be printed and turned in to the Nutrition Services Department or you may now fill them out and submit them electronically online.

- Central DeWitt Community School District is committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parent/guardian to satisfy all financial obligations to the lunch program in a timely manner.

Federal Civil Rights Statement The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital

Status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Iowa Nondiscrimination Statement It is the policy of the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <http://www.state.ia.us/government/crc/index.html>

Cafeteria: The district food and nutrition services provide breakfast and lunch. Breakfast is served from 7:40 a.m. until 8:05 a.m. Each student is assigned a personal identification number to access their private account. Students must keep money in their account in order to eat hot lunch and breakfast. Students may bring their own sack lunch and purchase drinks here. Fast food (Subway, McDonald's, etc.) is not allowed in the cafeteria. Students may eat lunch with a parent as long as permission is secured from an administrator and no class time is missed. In order to provide a lunchroom environment that is comfortable, provides good eating habits, and allows enough time to complete and enjoy the meal, we have adopted the following rules and procedures: 1) Go through the line in an orderly and quiet fashion. 2) Sit where the supervisor assigns you. 3) Avoid loud talking and noise. 5) Keep the cafeteria as clean as possible. 6) Pop is not allowed in the cafeteria. 7) Exit when dismissed in a quiet and orderly manner. 8) No food is to leave the cafeteria.

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.

Pop/Energy Drinks/Colored Water/Juice/Coffee at School

Students are not allowed to have these items at school unless it is for a classroom function that has been cleared by the office.

Lost and Found

Items that are found should be returned to the office for storage until the owner can be located.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. 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 ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents. If a student has an in or out-of-school suspension, he/she is not to attend any extracurricular activities during the suspension. Faculty may deny student attendance on field trips if he/she has had either an in or out-of-school suspension.

Complaints and Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee other than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If a complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three days of the employee's decision. If a matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

SABER EXPECTATIONS

All students are taught the SABER expectations for every area of the building and how to meet these expectations to be a great SABER.

S=Safety

A=Accountable

B=Believe in Yourself

E=Everyone Matters

R =Respect

PUBLIC DISPLAY OF AFFECTION (PDA)

No public display of affection will be allowed on campus. Student's refusal to comply with this rule will result in disciplinary action.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Any change in bus assignments must be cleared through the principal or director of transportation. The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, computers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. Interferences in School By state law, Board of Education policy and administrative policy, no student may be on school grounds with items of contraband which may include but is not limited to nonprescription controlled substances, such as barbiturates, marijuana, cocaine, amphetamines, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, lighters, weapons (including pocket knives), explosives, poisons and stolen property. Students who bring a firearm to school may be expelled for not less than twelve months. Cell Phone and Listening Device Policy Students are to have their cell phones/PED's turned off from the hours of 8:15am-3:00pm unless granted permission from a staff member. If a cell phone or music listening device is taken from a student during the school day, it will be handled in the following manner. First offense: The phone will be turned into the office. The student will be given the device back at the end of the school day. Any following offenses:

may include checking the PED in/out of the office for a period of time (5 days, 30 days, rest of school year), or being restricted from bringing the device to school.

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 another 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.

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:
 - Places the student in reasonable fear of harm to the student’s person or property.
 - Has a substantial detrimental effect on the student’s physical or mental health.
 - Has the effect of substantially interfering with a student’s academic performance.
 - 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.

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 or look-a-like substances. Parents of students found in violation of this policy may be contacted and the students face disciplinary action that could include suspension and/or expulsion. They may also be reported to law enforcement officials.

Students found with illegal drugs may face a 10-day suspension. Students bringing to school or possessing dangerous weapons, including firearms, or look-a-likes will be referred to law enforcement authorities. The superintendent shall have 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 any explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Violence

The Central DeWitt Community School District will not tolerate violence or the threat of violence. Assault and battery, or threat of, to a school employee will result in immediate suspension of the student involved and a recommendation to the Board for expulsion. Assault and battery on the part of one student to another may subject the student to discipline that could include suspension or a recommendation for expulsion. Charges may be filed with the appropriate authorities. All students

who willingly participate in a fight may be suspended and parents may be required to come to school for a hearing.

Terrorism

It is an act of terrorism to begin or circulate a report or warning about violence, fire, epidemic or other catastrophe, knowing such a report is false or warning is baseless. Never make a threat about harming someone or bringing a weapon to school. All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

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: Carl Small (7-9 Counselor) 659-4767 and Molly Prombo (PK-3 Counselor)

659-4763. The Level II investigators are: the DeWitt Police Department and/or the Clinton County Sheriff's Department.

Physical Restraint of Students

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

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link (<http://www.iowa.gov/educate/>) and search for Timeout, Seclusion and Restraint.

Extortion

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken.

Gambling

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer students involved to the office. Repeated violations will be cause for suspension or placement on the expulsion penalty track.

Weapons Policy

The Central DeWitt Community School District will not tolerate the possession and/or use of dangerous weapons or look-a-like weapons. Such items are not to be possessed by a student while they are on school district property, while attending or engaged in school activities, or while away from school grounds if their possession may have an adverse impact on the order and operation, efficient management and/or welfare of the school district. Weapons are identified in two categories:

- Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Dangerous weapons include but are not limited to firearms, knuckles, chemical irritants, knives of all types, chains, clubs, stars, daggers, razors, instruments equipped with sharp blades or points, look-a-like/mock/replica weapons, shells, ammunition or any other explosive material, etc.

- Articles designed for other purposes but which are being used, or threatened to be used to inflict bodily harm or intimidate. These articles include but are not limited to baseball bats, belts, combs, pencils, files, compasses, scissors, chemical irritants, chains, etc.

"Possession" means having a weapon in the student's personal possession, which includes the student's person, vehicle, clothing, jacket, bike bag, purse, desk, book bag, locker, or other container or area of confinement used by the student whether personal or school-owned. A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and will be subject to disciplinary action, including suspension or expulsion proceedings. Students bringing a weapon or look-a-like weapon to school may be immediately suspended from school and recommended to the school board for expulsion. Students bringing a firearm to school or possessing a firearm on school property shall be expelled for not less than twelve months and will be referred to law enforcement authorities.

In support of the district weapons policy students will not be allowed to carry or wear chains, such as those attached to pants, shorts, and connected to wallets or other items.

Search and Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas 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. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student 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 buses; 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

- **Search and Seizure Regulation**

- I. Searches, in general.
 - A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.
 - a. Reasonable suspicion, may be formed by considering factors such as the following:
 - i. eyewitness observations by employees;
 - ii. information received from reliable sources;
 - iii. suspicious behavior by the student;
 - iv. the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.
 - B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
 - a. the age of the student
 - b. the sex of the student
 - c. the nature of the infraction
 - d. the emergency requiring the search without delay

II. Types of Searches

- A. Personal Searches
 - a. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
 - b. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - i. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - ii. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections

- a. Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
- b. The contents of a student's locker (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Video Cameras

The Central DeWitt Community School District board of Directors has authorized the use of video cameras on school district buses and in school hallways. The video cameras will be used to monitor student behavior to maintain order on the school buses and in the hallways to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in disciplinary proceedings involving their child.

Bicycles/Skateboards

CDIS school students may park their bicycles at the bike rack in front of the intermediate school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe good safety rules. Bikes and skateboards are not to be ridden on school campus.

Snow

Throwing snow (or anything) is dangerous and should not happen. Expect disciplinary consequences if you decide to throw anything at another person.

Assemblies

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

Student Fundraising

Students may raise funds within the building for school activities on approval of the principal and superintendent prior to the start of a fund raising campaign. Fundraising that involves the community requires Board of Education approval. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. 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 without permission of the principal. Students who violate this rule are asked to stop. Violations of this rule may result in future fundraising activities being denied.

No Child Left Behind Act (Parental Notification Under NCLBA)

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Listed below are some of the requirements that are in addition to the district's annual report card. (It includes only those notices that must be made to parents by school districts or individual public schools.)

1. At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following: whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught, whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree. If the child is provided services by paraprofessionals, their qualifications
2. A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
3. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets

the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program.

4. A school district receiving Title 1 funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified. The notification should also include: an explanation of what the identification means how the school compares in terms of academic achievement with other schools in the district and in the state the reasons for the identification what the school is doing to address low achievement what the district and state will do to help the school how the parents can become involved in addressing the school's academic issues an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before any action is taken and to participate in developing any restructuring plan.
5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.
6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLBA. Schools must: hold at least one annual meeting for Title I parents offer a flexible number of meetings involve parents in an ongoing manner in the planning, review and improvement of Title I programs provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment if requested, opportunities for regular meetings to discuss the education of their children develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement
7. A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.
8. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.

9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request.
10. To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend. They should also be notified that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children.
11. A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.
12. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information administration of surveys that contain requests for certain types of sensitive information any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.
13. If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLBA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

Other 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 2 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. Keep belongings in your locker or desk. Children should not bring money, cell phones, 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 CDIS 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.
13. When needing to communicate with concerns about your child, it is recommended that you first contact the teacher (by phone or email). For further concerns, please contact the office to set up an appointment with administration or counselor.