

Cora B. Darling  
Parent & Student Handbook  
2018 - 2019



**Mission Statement:** Committed to fostering 21<sup>st</sup> Century Skills in a safe, rigorous, student-centered learning environment so every individual can reach their greatest potential in a diverse, global society.

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Postville Community School District  
Cora B. Darling Elementary  
314 West Post Street  
PO Box 717  
Postville, IA 52162

JK - 6th Grade  
Student Handbook  
2018 - 2019

Phone Number: (563)864-7651

School Website: [www.postvilleschools.com](http://www.postvilleschools.com)

Parents and Students of the Postville Community,

Welcome to the 2018 - 2019 Cora B. Darling Elementary school year! Family involvement, cooperation, and support are three important components in the success of your child's education. Staff members encourage positive family involvement and seek family support and cooperation in the education of students. Our main objectives of educating your child includes academic learning, social and emotional learning, and character education. With these three domains working simultaneously, your child will be ensured to a successful future. We can do that by providing your children with up-to-date, research-based curriculum, opportunities to practice and learn, and continuous communication with you as parents.

This handbook provides you with information concerning policies and procedures established for the safety and welfare of all children attending Cora B. Darling Elementary. Please take time to review the information and communicate with your children. Our teachers will also be reviewing these items with their students during the first few weeks of school.

If you have any other questions or concerns, please do not hesitate to contact your child's teacher or the principal.

Sincerely,

Jennifer Schutte  
PK - 6 Principal  
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# Staff Directory

## **Administration**

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## **COMPULSORY EDUCATION ATTENDANCE OUTLINE**

The following procedures shall be followed in enforcing the provisions of Chapter 299 of the 2009 Code of Iowa, Compulsory Education.

### **I. Absences (UNEXCUSED)**

- A. Upon missing a second (2<sup>nd</sup>) day of school in a calendar year, school officials, in their discretion, may send a letter to the parents(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.
- B. Upon missing a fourth (4<sup>th</sup>) day of school in a calendar year, school officials, in their discretion, may send a letter to the parents(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.
- C. Upon the fifth (5<sup>th</sup>) absence, the school truancy officer may, in his or her discretion, contact the parent(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.
- D. Upon the seventh (7<sup>th</sup>) absence, an in-house case facilitation, subject to the discretion of school officials, may be offered between the parent(s), school officials and any other necessary agencies regarding a child who is of compulsory attendance age.
- E. Upon absences of eight (8) to nine (9) days, the school truancy officer, in his or her discretion, may contact the parent(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.
- F. Upon the tenth (10<sup>th</sup>) absence and pursuant to the discretion of school officials, the County Attorney's office will be notified in writing of the child's attendance record, along with copies of all written correspondence and contact documentation. The County Attorney will then send a letter to its designated mediator, family and school notifying all parties of mandatory mediation. The letter to the family shall be sent by certified mail.**
- G. Upon notification from the mediator or school officials that mediation has failed to succeed, and upon receiving appropriate documentation of the same, the County Attorney shall initiate prosecution under §299.6 of the 2009 Code of Iowa.

\*\*The following document on page 8, is the district used form to record and document unexcused attendance communications with you as parent/guardian.

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

## Postville Community School District

### Compulsory Education Attendance Outline Checklist

\_\_\_ 2AU Letter Sent Date: \_\_\_\_\_  
\_\_\_ Call made

\_\_\_ 4AU Letter Sent Date: \_\_\_\_\_  
\_\_\_ Call made

\_\_\_ 5AU Parent Notification Date: \_\_\_\_\_  
\_\_\_ Call made \_\_\_ Letter sent

\_\_\_ 7AU Case facilitation Date: \_\_\_\_\_  
\_\_\_ Outside Agency Involvement Listed \_\_\_\_\_  
\_\_\_ Call made \_\_\_ Letter sent

\_\_\_ 8AU and \_\_\_ 9AU  
\_\_\_ Contact made

\_\_\_ 10AU  
\_\_\_ County Attorney notified with all records of  
\_\_\_ Parent/Guardian contact  
\_\_\_ Truancy Mediation Agreement Date: \_\_\_\_\_



## II. Selected Code Provisions

“...the board of directors of a public school or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control...” §299.1

“A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school year.” §299.1A

“If a child is truant as defined in section 299.8, school officers shall attempt to find the cause for the child’s absence and use every means available to the school to assure that the child does attend....If the parent, guardian or legal or actual custodian, or child refuses to accept the school’s attempt to assure the child’s attendance or the school’s attempt to assure the child’s attendance is otherwise unsuccessful, the truancy officer shall refer the matter to the county attorney for mediation or prosecution. If the matter is referred for mediation, the county attorney shall cause a notice of referral to be sent to the parent, guardian, or legal or actual custodian and designate a person to serve as mediator in the matter...The school district shall be responsible for monitoring any agreements arrived at through mediation. If a parent, guardian or legal or actual custodian refuses to engage in mediation or violates a term of the agreement, the matter shall be re-referred to the county attorney for prosecution under section 299.6....” §299.5A

“Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board or school’s governing body’s attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed a truant. A finding that a child is truant, however, shall not by itself mean the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole basis for a child in need of assistance petition.” §299.8

“The board of each school district may appoint a truancy officer. The board of each school district, which does not appoint a truancy officer for the district, shall designate a suitable person to collect information in the numbers of children in the district who are truant...” §299.10

## **Student Attendance (Board Policy 501.3)**

Iowa is a compulsory attendance state. Parents within this school district who have children who are over six and under sixteen prior to September 15, shall have the children attend school at the attendance center designated by the board. Failure to have the children in school is a violation of the Iowa State Law (Iowa Code 299).

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

Parents are asked to notify the office in advance of a student's absence. The school voice mail service makes it possible to call the school at any time – 864-7651 ext. 221. If a student is unaccounted for by 9:00 a.m., a telephone call will be made to the parent to check on the safety and well being of the student and his or her family. This is not meant to be an investigative call, but a call that ensures that everyone is okay and that the parent and school know of the same whereabouts of the student. A written note in advance of the absence is also acceptable. If a doctor's excuse is required, the excuse must be presented to the office within two days of the absence. When a student is absent because of interpreting, he/she must bring a note on letterhead paper from the place where he/she was interpreting.

**ATTENTION ALL PARENTS/STUDENTS JK-6th Grade:** Truancy is excessive absence from school. Parents will be notified as soon as possible. Student will make up time and assignments as deemed necessary by the teachers and principal. When a student has accumulated 5 days of absence ~~excused or unexcused~~ all parents will receive a letter informing them of their child's attendance status. (BP 501.3) When a student has accumulated 10 days ~~and/or 10 % of total school days absent~~ a 2nd letter will be sent home with the potential for a meeting between the parents and the school. If a meeting occurs, parents and the school will meet to create an action plan for the child and their attendance.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment.

All students are expected to complete the daily assignments for any day of school missed. ~~A call to the office for homework requests is recommended and early in the day. Homework may be picked up at the office after 2:45 p.m.~~ Communication between the parents and the classroom teacher in regards to missing assignments and tests is an expectation in order for the student to be successful.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have

their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. (p. 12, IASB Handbook)

Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. (p.12, IASB Handbook) A student who is tardy to school will not be admitted to class without **checking in at the office.** All students (K-6) are tardy after **8:10 a.m. Being on time to school is important!**

Students not in attendance for afternoon classes due to illness are not allowed to participate or attend school activities held after school on the same day. Requests for unusual circumstances may be taken into consideration by the principal ahead of time.

The policy of the Postville Board of Education is that all students attending the Cora B. Darling Elementary School will remain on the school premises during the entire time that school is officially in session. Parents are encouraged to arrange dental, doctor, and other appointments for times that will not interfere with school hours.

### **Inclement Weather/Cancellation or Closing of School**

If adverse conditions cause cancellation or delay of school or school activities, announcements will be made no later than 7:00 a.m. over broadcasting stations:

|                |                |                |               |
|----------------|----------------|----------------|---------------|
| KCTN FM 100.1  | KOEL AM 950    | KKHQ FM 92.3   | WQPC FM 94.3  |
| WIZM FM 93.3   | KVIK FM 104.7  | KDEC FM 100.5  | KNEI FM 103.5 |
| KWWL channel 7 | KCRG channel 9 | KGAN channel 2 |               |

The day may have to be made up.

In addition, delays, cancellations and closings will be communicated through **School Messenger** where parents can receive a text from the school district. **\*\*Requires parent sign up\*\***

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. (p. 14, IASB Handbook)

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed. (p. 14, IASB Handbook)

### **Arrival/Breakfast**

**Students will be allowed to enter the school at 7:40 if they plan to eat breakfast. Breakfast is served from 7:40-8:10. At 8:10 breakfast will stop being served. Again, students are asked to be in there classrooms by 8:10 for attendance purposes.**

## **Student Health, Well-being and Safety**

### **School Day**

Students may be present on school grounds before 8:10 a.m. or after 6:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal unless they are in the afterschool program. (IASB Handbook, pg. 15)

### **HAWK-I Insurance for Children**

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, prescription, 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. (IASB Handbook, pg. 15)

### **Emergency Drills**

Fire, tornado, and disaster drills are held at regular intervals according to regulations established by state law. At the beginning of each semester, 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. (pg. 16, IASB Handbook)

### **Nurse**

The school nurse is on duty daily from 8:00 a.m. to 4:00 p.m. The following procedures are followed in the nurse's office for K-6 students to help the nurse be efficient in her tasks, reduce unnecessary visits, ensure clean, sanitary facilities, and maintain privacy and confidentiality.

1. Students visiting the nurse's office must receive a pass from their teacher or supervisor.
2. The two cots in the nurse's office are to be used only by direct invitation from the school nurse, the office secretary, or principal. The cots must remain hygienically clean and are for sick or injured students only.
3. Student use of nurse's telephone is prohibited unless special permission has been sought.
4. The nurse will coordinate daily medication distribution with the classroom teacher.

### **Health problems are handled during school hours as follows:**

**Communicable Disease:** Please report all communicable diseases to the school nurse. Any child who has had a communicable disease must have a doctor's statement indicating that the child may return to school. Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to

themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox. (p. 18, IASB Handbook). Students will be sent home if they have a communicable disease which are listed under **Student Personnel Series 500 Board Policy No. 507.3E1**

Illness and Accidents at School: A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment. (p. 17, IASB Handbook)

Medications:—Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents. (p. 17, IASB Handbook)

Home Visits: From time to time, a home visit by the school nurse may be made. This does not indicate something is wrong. It can be of a helping nature to the child who is physically and/or mentally challenged or who may be ill.

Vision Screening: Annual screening is completed in K-8. If a student has difficulty with the screening, a note will be sent home recommending a visit to the optometrist. This does not necessarily mean that new glasses will be needed, but that further examination is wise to do.

Hearing Screening: A hearing screening program is done annually by the area education agency.

Dental Health: Good dental care is important to a child's health. Appointments should be made with your dentist so that any necessary dental work can be done. Students may be excused for dental appointments, but are asked for parents to schedule them to minimize the time gone from school.

**Immunizations: Immunizations are mandatory and must be kept up to date**

Prior to starting school or when transferring into the school district, students must present an

approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

### **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. (p. 19, IASB Handbook)

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 web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

### **Guidance Services**

Guidance and counseling services are provided for all of the students in grades JK – 6.

## **Student Activities**

### **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. Students who are not attending assemblies shall report to the office or other designated classroom determined by the teacher during assemblies.

### **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.

A “Parental Consent for Authorized School Trip” form must be signed before the student can attend the field trip. Forms will be made available during “Meet the Teacher night or upon request.

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

Students may raise funds for school activities upon approval of the principal at least 4 weeks prior to the fund raising event or the start of a fund raising campaign. 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 that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

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

School district facilities are available during nonschool hours to school-sponsored and nonschool-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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. 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.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body 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.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. 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. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, 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.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained



inside.

### **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces 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, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space 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.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a 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.

### **Threats of Violence**

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.

## **Internet and Computer Use**

Educational Program  
Series 600

Code No. 602.15

Policy Title: Technology Responsible Use

*Please read this document carefully before signing on the last page.*

Internet and network access is available to students, faculty, and staff (users) at Postville Community School District (PCSD). The PCSD administration believes this access offers valuable, diverse, and unique resources to students, faculty and staff. The primary goal of PCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of computers, technology devices and/or equipment. School technology is reserved exclusively for academic use.

With the vastness of the Internet, users should be aware that some material found on the Internet might not be considered of educational value in the context of the school setting. Users should be warned that some material might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The administration and Technology Support Staff (Tech Staff) have made attempts to restrict access to controversial materials, but advise that it is impossible to filter and restrict access to all controversial materials. Therefore, it is the responsibility of the user to not access controversial/inappropriate materials, and report to a member of the PCSD administration if access to controversial/inappropriate material is found.

*Network Resources* refers to all aspects of PCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of PCSD's network resources whether this access occurs while on or off campus.

**Digital citizenship unaccepted ethics and behavior includes but is not limited to the following:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download or stream Internet based music, video and large image files at school not required for school work, as this slows the performance of the network for all users;

- to alter, add or delete any files that affect the preinstalled configuration of a school computer issued to you or others;
- to conduct any commercial business;
- to conduct any illegal activity, including gambling;

Code No. 602.15 (continued)

- plagiarizing any material, including written information, videos, images, etc;
- to conduct any political lobbying/political campaigning;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto PCSD computers; to copy PCSD school software (copying school-owned software programs is considered theft);

**In addition, Users should not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email”;

**File Sharing and File Sharing Programs**

The installation and/or use of any non-preinstalled internet based file sharing tools is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

**Legal Issues and Jurisdiction**

Because PCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment/resources are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of PCSD’s network resources is subject to the rules stated in this policy.

School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Responsible Use Policy. Users of PCSD network resources should also be aware that electronic records may be subject to the Iowa Open Records law. When applicable, law enforcement agencies may be notified.

**Discipline**

The use of the Internet is a privilege, not a right, and inappropriate use may/will result in the suspension or cancellation of those privileges. Any user who violates these rules will be subject to disciplinary action.

Code No. 602.15 (continued)

Disclaimer:

PCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of PCSD. While our intent is to make network access available for educational goals and objectives, account holders will have the ability to access other materials as well. At PCSD, we expect all users to obey the Responsible Use Policy when using the network. Students found in violation of the policy will be disciplined as deemed appropriate by the Administration on a case-by-case basis.

Postville Community School District

Responsible Use Policy

User/Parent/Guardian Signature Section

## **MISCELLANEOUS INFORMATION**

### **Awards – Academic**

Academic Awards for Educational Achievement are awarded to fifth grade students who have maintained a grade point average of 3.0 on a 4.0 scale or scored in the 85<sup>th</sup> percentile or higher on the Iowa Assessments math or reading batteries.

Honor Roll will be recognized for students in 5th and 6th grade each quarter. The distinctions are as follows: Distinguished (3.8 and above), High (3.5-3.7), Honor (3.0-3.4).

### **Bicycle Usage**

Bicycles are to be parked in the bike racks. Bicycle riding on the school grounds during school times is prohibited. Children who ride a bicycle to school should dismount before coming down the drive to the Cora B. Darling Elementary Middle School Building. When leaving school, bicycles should be pushed to Post Street.

### **Book Rental Policy**

If any student transfers to another school during the first 18 weeks of school, one-half of the yearly book rental/workbook fees will be refunded. Between the first 18<sup>th</sup> and 27<sup>th</sup> week of the school year, one-fourth of this fee will be refunded. After that time, there will be no such refund.

### **Bus Rules**

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.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

If bus behavior is inappropriate, the bus driver may report the student through a “bus conduct report” form. If a second “bus conduct report” is issued, the form must be signed by the parent for bus service to continue. After a third offense, the driver, principal, and parent must meet before bus riding privileges are reinstated.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.

### **Care of School Property**

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

### **Change of Address**

Any change of address or phone numbers should be reported to the Principal’s office as soon as possible.

### **Cell phones, IPODs and Other Electronic Devices**

Out of respect for the learning environment at Postville School, Cell Phones and other devices may not be used by students during the school day ~~however, they may be used during lunch time.~~ The use of headphones is permitted within classrooms and under permission of the teacher of the classroom. If a student needs to speak with a parent via their cell phone by text or conversation they must first have permission of the teacher or office. If students are observed using their cell

phone or other electronic devices, the device will be confiscated by the staff member and brought to the Principal's office. The following procedure will then take place:

**First offense:** Parent will be notified, the device will be held in the principal's office and the phone will be returned at the end of the day after the student completes a 30 minute detention.

**Second offense:** Parent will be notified to pick up the device and it will be held in the principal's office until then, student will receive a one hour detention.

Any further offenses will result in further disciplinary measures determined by the building principal.

### **Communications to and from School**

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

### **Dress Code**

The Postville Community School District conforms to common law provisions in regulation of student dress. The two provisions of law that apply state that clothing may be regulated in order to prevent:

- a. anything that poses a threat to the health or safety of the students or staff;
- b. anything that poses a threat to the normal operation of the school day.

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. **Shorts may not be worn after November 1<sup>st</sup> and not before April 1<sup>st</sup>.** Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Regulations to enforce these provisions include the following:

- Clothing with suggestive or profane language or promotion of alcoholic products or controlled substances may not be worn.
- Shorts and skirts judged to be of appropriate length and design may be worn without the buttocks showing in a standing or seated position.
- Shoes and shirts must be worn.
- Tops must have straps that are one inch in width and without low cut, revealing necklines.
- Skin showing at the waist or mid-body area is prohibited.
- Pant/jeans that lace up the leg past the knee are prohibited.
- Bandanas and caps are prohibited (unless for religious practices or **classroom celebration**)
- Final authority for determining compliance to these guidelines shall be held by the building principal or his/her designee.

### **Healthy Kids Act**

The Healthy Kids Act was signed into law by Iowa Governor Culver on May 13, 2008.

- Established nutritional content standards for food and beverages sold or provided on school grounds during the school day. *Effective July 1, 2010.*  
**Students will not allowed to bring food or beverages into the school unless it has been approved by the building principal in advance. Any items that are brought in that are not approved will be discarded.**
- Requires school districts and accredited nonpublic schools to ensure every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity. *Effective July 1, 2009.*
- Requires every student to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12. *Effective for the class of 2011-2012.*
- Requires Iowa's Area Education Agencies (AEAs), or a consortium of two or more AEAs, to contract with a licensed dietitian. *Effective July 1, 2009.*

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. ~~Failure to complete homework may result in a failing grade in the class.~~ Students should check with the individual teacher regarding their homework policy. ~~Teachers acknowledge that Wednesday evenings may be busy with church activities.~~

### **Interferences at School**

Students should bring items to school that will facilitate his/her learning such as pencils, pens, paper, and book bags. Students should refrain from bringing items of danger and items that are not related to school learning or without educational value such radios, televisions, water guns, toys, and other similar items. Permission may be granted in specific situations by the principal. Without permission, the items will be held in the principal's office and returned to the parent. ~~Students may not carry cell phones or use them during the school hours. If a cell phone becomes problematic the student will be required to leave their cell phone in the office and it will be~~

returned at the end of the day.

### **Legal Status of Student**

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

### **Library/Media Center**

The school library is available to students during school hours. The library is a place for study and research. No food or drink are allowed in the library. Students are expected to conduct themselves as if they were in class while in the library.

Students are responsible for the cost of lost or damaged materials checked out from the media center. If a student has unreturned materials or unpaid fees, checkout privileges will be denied. If a student loses a book, the student will be required to pay for the book. If the book is found and returned to the library after having paid for the book, a refund will be denied. The book may be donated back to the library, and the student's name will be placed in the book as donor, or he/she may keep the book.

### **Lost and Found**

A lost and found center is located in the lunchroom. Items found should be turned in. Students should check immediately for any items they may have misplaced. Coats, boots, and hats should be labeled. Valuables and money, unless needed at school, should be left at home. Items not claimed at the end of each quarter will be donated to a local charity.

### **Lunch and Breakfast**

Breakfast is served from 7:40-8:10 a.m. Monday through Friday except on days of late starts when no breakfast is served. Each K-6 student has an account that is combined to make a family account if multiple family members attend the Postville School District. This account provides funding for extra portions and milk. Parents should fund each student's account with at least \$10.00, but more may be added at any time. Payments can be made at any time. Parents may request a receipt at any time as well. Payments by check are encouraged. A "Low Balance Notice" will be sent home with your child at least twice a week if your account is considered a low balance.

### **Parent Teacher Conferences**

Parent-teacher conferences are held from 3:00 - 8:00 on November 6th and 8th along with March 26th, and March 28th. Parents will be allowed to sign up for specific times of conferences during "Meet the Teacher" night in August. Parents are asked to call the office if unable to attend the conference. Both parents are encouraged to attend the conferences.

### **Posters and Flyers, Handouts, and Brochures**

Before posters are hung and flyers, handouts, or brochures are distributed, permission to do so must be granted by the principal.



## **Recess for ELEMENTARY**

**JK-6** students have recess at different times throughout the day. A note is required from a doctor if a student is to remain inside during recess. No outdoor recess will be held when wind chill is below zero.

## **Recess, Playground and School Property Rules for ELEMENTARY**

In an effort to keep the playground as safe as possible, parents are encouraged to discuss with their children the importance of the following playground rules.

### **The student will:**

1. Walk on the ramps.
2. Play on the playground and not in front of the doors or on the ramp by the doors. Stay away from the classrooms.
3. No playing tackle football.
4. No sliding on the ice.
5. No throwing snow, snowballs or ice-balls.
6. Use playground equipment properly.
7. No wrestling, fighting, or roughhousing.
8. Not go inside the school unless the playground supervisor gives permission or the child is sent in by the supervisor.
9. No use of profane language of any kind.
10. No playing tag on the playground equipment.
11. Cooperate fully with the playground supervisors.
12. Boots must be worn to play in snow or off cement area. Otherwise students must stay where their shoes won't become wet.
13. Arms must be covered if temperature is 60 or below. (wear a jacket or long sleeved shirt)

## **Report Cards**

Report cards are issued after each Quarter and sent home with the students. The distribution date varies. If a student requires more than one report card, (i.e., non custodial parent, joint custody) the office should be notified each year with updated addresses and/or other pertinent information.

## **Standardized Tests**

Students in grades **3-6** are given the Iowa Assessment tests **annually**. These test results are used to determine academic progress for individual students, for groups of students, and for the school district.

## **Student Conduct Code - Elementary School**

Students will . . .

- be expected to conduct themselves in keeping with their levels of maturity at all times,
- respect authority,
- follow the rules of the playground,
- respect the rights and property of others,
- respect school property, and
- cooperate in maintaining a safe school environment.

See attached sheets of expectations and consequences regarding school conduct.

**Student Fees**

**Postville Community Schools  
Student Fees  
2017-2018**

|                             |          |
|-----------------------------|----------|
| <b>Book Rental</b>          |          |
| K-12                        | \$25.00  |
| <b>Activity Tickets</b>     |          |
| Student                     | \$30.00  |
| Adult                       | \$60.00  |
| Family Pass                 | \$150.00 |
| <b>Hot Lunch/Meal</b>       |          |
| Student                     | \$1.65   |
| Extra Serving               | \$.60    |
| Adult Meal                  | \$3.55   |
| <b>Milk</b>                 |          |
| Student                     | \$.25    |
| Adult                       | \$.30    |
| <b>Breakfast/Meal</b>       |          |
| Student                     | \$1.00   |
| Adult                       | \$2.35   |
| <b>Other</b>                |          |
| Replacement Padlock         | \$5.00   |
| Driver Education            | \$220.00 |
| Laptop Fee                  | \$50.00  |
| Replacement of Lunch Ticket | \$5.00   |

**Telephone Use**

The school office telephone is a business phone and should be treated as such by students. Students are allowed to make essential calls, but the need to make these calls is screened by teachers and office personnel. Students will be called out of class for emergency phone messages only. ~~Calls should be made TO and FROM the OFFICE only. Students should not be using their cell phone for calls.~~

**Textbooks**

Proper textbook care should be emphasized in all classes. Students are responsible for their textbooks and library books and will be charged accordingly for lost books or damaged textbooks and other materials. Replacement costs and penalties for damages will be determined and collected by the principal at the end of the year.

### **Transferring To or From Another School District**

The school district transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents may view the student's records that will be sent with the right to a hearing to challenge the content of the student's records. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the students' records are requested from the previous school district.

Students new to the district will be asked to complete the "Home Language Survey" to assist the school district to provide an equal opportunity for meaningful education to all students. The State of Iowa requires that schools identify and report the primary language of students.

### **Visitors to School District Buildings & Sites**

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival by registering in the office.

Student visitors who wish to visit a classroom while school is in session are asked to make arrangements with the principal prior to the visit so appropriate arrangements can be made with the teachers and class disruption can be minimized. The student's parent or relative is asked to make the contact. A parent or responsible adult must accompany preschool and kindergarten children who wish to visit school.

Parents are encouraged to visit school. Prior notification to the teacher should be made whenever possible. Upon arrival, parents should register in the office.

Parents are asked to refrain from visiting kindergarten during the first six weeks or the last two weeks of school, any other grades during the first or last two weeks of school, and during Iowa Assessment week.

Parents are welcome to have lunch (\$3.55 – adult price) with their student.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with respect for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The superintendent and principal are responsible to take necessary actions to stop inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to stop the inappropriate conduct.

### **Volunteers**

School volunteers – parents, grandparents, neighbors, and community members – are welcome!

Contact the principal if you wish to volunteer. During every visit, volunteers are asked to register at the office before going to the classrooms. If you would like to volunteer on a consistent basis a background check will need to be completed prior to volunteering.

## **Annual Notification Section**

As designated by law,  
the following subjects require notice be given  
to students and parents annually.

### **Affirmative Action– Annual Notification**

Policy Title: Multicultural and Gender Fair Education Opportunity

Enrolled children in the Postville Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The requirements not to discriminate also extend to employment therein and to admissions thereof.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also complement the efforts to diversify the staff (affirmative action) and preserve the integrity of our student population (Desegregation). The Superintendent of Schools is designated as the compliance officer for the Board of Education, and shall submit reports to the Board as required from time to time.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Superintendent, Title IX and Section 504 Compliance Officer, Postville Community Schools, Box 717, Postville, IA 52162 or telephoning (563) 864-7651.

The following notice of nondiscrimination is to be published yearly in the local paper.

### **Additional Support Services - Intervention Procedures – Annual Notification**

Besides the classroom teachers and principal, additional services are available to assist parents when student concerns arise. These services include our building special education teachers, counselors, nurse, secretary, and Keystone Area Education Agency support staff (psychologist, social worker, special education consultant, speech-language pathologist, occupational and physical therapist, and others.) Parents may request information on an informal basis or request formal assistance (problem solving process) in identifying strategies to address a concern, to carry out these strategies, or to monitor individual student progress. These services are available by contacting the principal's office. Working together can provide the best education possible for all students.

### **Access to Student Records – Annual Notification**

The parent(s) or legal guardians of any individual minor student or any student eighteen years of

age may examine any school records maintained by the school pertaining to the individual during normal hours. School law defines certain limitations and exclusions to this right.

### Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (*or appropriate school official*) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal [*or appropriate school official*], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents must notify the school district if they do not want their child's information considered directory information. The school district may determine what constitutes directory information. The items listed as directory information in the handbook must be consistent with board policy.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW, Washington, DC 20202-5901  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Asbestos – Annual Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. The properties of asbestos made it an ideal material for insulating, sound absorption. Decorative plasters, fire proofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environment Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plan for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **Due Process and Policies Governing Student Violation of Rules and Regulations – Notification**

1. Administrative Procedure for Dismissal and Expulsion of Students for Violation of Rules and Regulations.
  - A. The superintendent or any principal may dismiss any student for violation of

the rules and regulations of the Postville Community School District. Notice of a dismissal shall be given to the President of the Board of Education. Dismissal for such violation(s) shall not exceed three days.

- B. If in the judgment of the superintendent or a principal a student's presence is determined not to be in the best interests of the school, either of the above may dismiss him/her and recommend to the board of education that such student be expelled.
- C. Reasons for the recommendation are to be submitted in writing and shall be given to the President of the Board of Education and to the student, advising the latter of the time and place of a hearing at which time all pertinent facts in the case shall be presented and discussed.
- D. The President of the Board of Education shall appoint a hearing committee of not less than three persons, consisting of at least three directors of the Postville Community School District.
- E. It shall be the duty of the hearing committee to hear all the possible evidence of the case in question and to recommend action to the board of education at the conclusion of the hearing. Such recommended action shall be presented to the board within three days following the hearing.

#### **Due Process**

- A. At the hearing, the student may be accompanied by legal counsel, their parents, or by any other advisor of their choice. The Postville School District may also be advised by legal counsel.
- B. Should the student desire a more informal procedure than outlined above, they may so indicate, and the appointed panel shall make every effort to develop such a procedure with the student.
- C. At the hearing the student may respond to the complaint either in an oral fashion or in writing, admitting or denying the allegations of the written notice in whole or part. In addition, the student may also offer any comment or explanation that they believe would be appropriate to the situation.
- D. Each party to the hearing may introduce evidence, witnesses to testify, or statements in writing. An opportunity to question any witness shall be allowed either party. The hearing panel may limit the number of witnesses if in its judgment to do so would protect the hearing from disruption, confusion or unwarranted tactics.
- E. Should a party to the hearing conduct themselves in a manner considered disruptive, the hearing panel shall have the authority to exclude them and proceed as if they had not appeared.
- F. Should the student fail to appear at the hearing, or having appeared and shall make no response to the complaint, the hearing panel shall invite the superintendent or his appointed representative to submit evidence in support of the complaint.
- G. A record of all procedure, either in the form of a transcript or in the form of a tape recording, shall be kept. Such records, however, in whatever form, shall not be voluntarily disclosed to any person outside the Postville District unless the student gives their consent.
- H. Within three days following the hearing the board of education shall review

the recommendation of the hearing panel and determine the action it believes to be appropriate. Such action shall be based upon the evidence brought out in the hearing as reported by the hearing panel, upon the past record of the student, upon the rules and regulations of the Postville Community School District, and upon the laws of the State of Iowa.

- I. The board of education shall notify the student and the superintendent, or the person designed by him/her, concerning the board's finding of facts and determines.
- J. Within three days after receiving notice of the board of education's action, the student may request reconsideration by stating their reasons for their request. The board may deny such request and proceed to give effect to their action, or it may grant the request and after reconsideration either amend or confirm its determination.

### **Employee Abuse of Students – Annual Notification**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure of investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the superintendent at **864-7651** as its Level I investigator. The principal may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. These are:

- Using Reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purpose of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
  - To maintain order and control.

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



substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

### **Expulsion - Notification**

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

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

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

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

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

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

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

### **Harassment – Annual Notification**

Harassment of employees and students will not be tolerated in the school district and if the employee or student is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees will be subject to the investigation procedure, which may result in discipline, up to and including, discharge, or is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board. Students will be subject to the investigation procedure which may result in discipline, and the school has the authority to report student violating this rule to law enforcement officials.

Harassment on the basis of race, religion, national origin, gender, age, disability, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an student's participation in school programs or activities or of an employee's work environment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student or an employment decision affecting a staff member;
- such conduct has the purpose or effect of unreasonably interfering with a student's or employee's performance or creating an intimidating or hostile learning or working environment.

Sexual harassment may include, but is not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that include:

- verbal, physical, or written harassment or abuse;
  - pressure for sexual activity;
  - repeated remarks to a person with sexual or demeaning implications;
  - suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Other types of harassment may include, but are not limited to,
- jokes, stories, pictures, or objects that offend, tend to alarm, annoy, abuse or demean certain individuals and groups;
  - verbal, physical, or written harassment or abuse;
  - repeated remarks of a demeaning nature;
  - implied or explicit threats concerning one's grades, job, character, etc.

Students who feel that they have been harassed should:

- Communicate to the harasser that he or she expects the behavior to stop, if he or she feels comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the

harasser, the student should:

\* tell a teacher, counselor, or principal; and write exactly what happened –

1. what, when and where it happened
2. who was involved
3. exactly what was said or what the harasser did
4. name of witness(es) to the harassment
5. what the student (you) said or did, either at the time or later
6. how the student (you) felt
7. how the harasser responded

\* keep a copy and give another copy to the teacher, counselor, or principal who will serve as an investigator.

Employees who believe they have suffered harassment shall report such matters to their immediate supervisor, who shall be the investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against a student or an employee because they have filed a harassment complaint, assisted or participated in an harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the board members, administrators, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment.

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

### **Human Growth and Development Curriculum – Annual Notification**

The school district provides students with instruction in 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.

### **Illegal Items Found In School or In Students' Possession – Annual Notification**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances, and possessing or using tobacco, tobacco products, or look-alike substances.

Weapons and other dangerous objects are not allowed on school property or at school activities. Ammunition, BB-guns, pellet guns, air rifles and explosives, including fireworks of any kind are only some of the examples of weapons and other dangerous objects that are covered by this policy. Imitation firearms, weapons and dangerous objects will also be subject to

disciplinary action, including suspension or expulsion.

The illegal items will be taken from the students and others who bring them onto the school property. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of illegal items shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Illegal items under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display illegal items for educational purposes. Such a display shall also be exempt from this policy.

### **Inspection of Materials – Annual Notification**

Parents (or any student eighteen years of age or older) has the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each students’ cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement tests’ scores) attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents have the opportunity to have a hearing to challenge the contents of their child’s records. Parents may place qualifying statements in the records if the school decides not to amend the records and these statements will remain a part of the record. In addition, the law forbids a third-party disclosure of student records unless written consent is given by the parents specifying the records to be released, the reasons for the release, and to whom, or in compliance with judicial order or subpoena. You should also be advised that the local school officials, including teachers within the school who have legitimate educational interests, may review the records without consent, but release of student records to officials of other schools or school systems in which the student intends to enroll, may be released only if the student’s parents are notified of the transfer.

The superintendent is responsible for insuring the confidentiality of any personally identifiable information in the records. The school will inform parents when personally identifiable information is no longer needed to provide educational services to the child. (Parents have a right to keep the material or destroy it.) The school will destroy this information at the parents’ request, if it is no longer needed to provide educational services to the child. (However, a permanent record of the student’s name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.) Personally identifiable information may be maintained permanently unless the parents request that it be destroyed. Parents are reminded that the records may be needed by the child or parents for social security benefits or other purposes.

The school cannot destroy any educational records if there is an outstanding request to

inspect and review them. Explanations placed in the educational record shall be maintained. The record of access shall be maintained for as long as the educational record to which it pertains is maintained.

### **Public Conduct on School Premises - Notification**

Extracurricular activities are an important part of the school program. Extracurricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- A. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated.
- B. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- C. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution. The Board of Education believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and 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.

### **Release of Information – Annual Notification**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

“Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent

previous school or institution attended by the student.”

Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

### **Student Assault on an Employee - Notification**

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of the section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insultingly offensive, coupled with the apparent ability to execute the act; or
- intentionally points a firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, a social or other activity, and does not create an unreasonable risk of serious injury or breach of the peace.

### **Video Cameras on School Buses Regulation – Annual Notification**

The Postville Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

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

### **Waiver of Student Fees - Annual Notification**

The Board of Education recognizes that while certain fees charged to students are appropriate and authorized, certain students and their families are not financially able to pay the fees. When a free and reduced price school meal application has been approved and a fee waiver form has been completed, the school district will grant either full or partial waivers for the following fees: book rental, band instrument rental, and driver’s education fee. This waiver does not carry over from year to year and must be completed annually. The application forms are available in the principal’s offices and during registration. All information in connection with the application will be kept confidential.

## **Definitions – For Your Information**

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension is defined as either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under suspension. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms of the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board but no longer than one school year.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

## **Jurisdictional Statement - Notification**

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 of the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect

twelve months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the 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, suspension, probation and expulsion. 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 principal for information about the current enforcement of the policies, rules or regulations of the school district.

Thank you for taking the time to review the material in this handbook and supporting the school to create the best learning opportunity for your children.

PK-6 Principal  
Jennifer Schutte



