

# 2011-2012 Central Lyon Elementary Handbook

CENTRAL LYON COMMUNITY SCHOOL DISTRICT  
ROCK RAPIDS, IOWA 51246

## MISSION STATEMENT

**The mission of the Central Lyon Community School District is to provide an education and the opportunity for all students to become productive, life-long learners.**

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I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or dehumanized.

H. Ginott

Teacher and Child

# 2011-2012 Central Lyon Elementary Handbook

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# STUDENT LEARNING GOALS

**Graduates of Central Lyon Community School District are expected to achieve the following goals:**

1. Attain **the language and communication skills** needed to organize thoughts and information and to express them in written and spoken composition.
2. Acquire comprehensive, quality background in **reading, writing, mathematics, science, health, and fine arts.**
3. Understand the **history, political system, and geography** of the United States.
4. Attain the training and confidence to use current technology to obtain and process new information.
5. Develop **interpersonal skills** for the home, workplace and community.
6. Understand the importance of being a **life-long learner.**
7. **Understand and model the District values\*.**
8. Provide **leadership** and a **positive attitude** in setting and achieving goals.
9. **Understand, appreciate** and enjoy the contributions of the world's many cultures, as well as both men and women, to our lives and work.

## **\*VALUES**

- Honesty
- Respect
- Responsibility
- Fairness
- Citizenship
- Caring
- Safety
- Positive Attitude

## WHAT WE BELIEVE

### *About the Learning Environment and Climate...*

- A team effort and enthusiasm must exist between the teacher and student, teacher and home, and home and student.
- Discipline must be firm, fair, and consistent in all school settings. Inappropriate actions have consequences.
- A positive learning environment emphasizing school/community pride is of primary significance.
- Students learn best in a setting that is safe and secure.
- Knowledge, understanding, respect, sensitivity, and motivation with a variety of instructional techniques/methods are necessary for learning to take place.

### *About the Teaching/Learning Activity...*

- All students should be respected for their individuality, while being provided challenging opportunities.
- Teachers are responsible for teaching and students are responsible for learning.
- After testing (evaluation) of a lesson, feedback is provided in a timely manner.
- Students learn best when a variety of teaching methods are used.
- Role models, such as senior citizens, are important to the education process.
- The ability to utilize technology (i.e. ICN) is important but should not replace the teacher.
- Reading, writing and mathematics are basic and should be continually emphasized.

### *About Teacher Characteristics...*

- Teachers are knowledgeable in their subject area(s).
- Teachers are effective communicators with students, parents, peers, and community.
- Teachers exhibit honesty, respect, responsibility, fairness, caring, positive attitude, and citizenship.
- Goals and objective are clearly stated by the teacher and the student is held accountable for their attainment.
- Teachers promote the idea that education is a basic tool for life-long learning.
- The teaching profession is of primary importance to our community. Role-modeling is a part of teaching.
- Teachers utilize current technology and media to enhance and supplement the learning process.
- Teachers are sensitive to the needs of students and work to ensure that school is a safe, rewarding learning environment.
- Cooperation, among teachers, for students and resources should be emphasized.

### ***About Student's Characteristics...***

- Students are responsible for their actions and will be held accountable.
- Students have mutual respect for others and their property.
- Students are encouraged to extend themselves, make mistakes, learn from their mistakes, and move in new directions.
- Social and interpersonal skills are continually cultivated, thereby enabling the student to function effectively and honestly in an ever-changing world.
- All students have the ability to learn.
- Students should strive to achieve academic excellence.
- Students have the ability to excel in the community and possess the skills to continue life-long learning.

## **CENTRAL LYON HYMN**

Central Lyon to thee we sing,  
In our hearts you'll be forever.  
Many joys to us you bring  
And friendships sweet and tender:  
And forever memories fond and clear  
Of Central's hallowed halls so dear.  
Central Lyon we sing of thee.  
Central Lyon all hail to thee.

## **SCHOOL SONG**

Onward Lions, Onward Lions  
Fight on for your fame  
To the list of glorious victories,  
Added to your name.

Onward Lions, Onward Lions  
Fight on for your fame  
Fight Lions, fight, fight, fight  
To win this game.

# ELEMENTARY RESPONSIBILITY PROGRAM

## RED/YELLOW TICKET

### **Mission:**

To create a positive learning environment where all students feel safe and successful by showing respect and responsibility.

.....

### **K-5 Strategy for Social Control: Yellow ticket, Red ticket**

Yellow ticket: Each student found not doing their job will be issued (2) yellow tickets with student's name written on it. The student will be responsible for 1 ticket and the 2<sup>nd</sup> ticket will be placed in the master Bag. The student will be held accountable to serve 5 minutes of line time during the following recess. The duty teacher will collect the ticket and be responsible for timing the student. Any student not taking responsibility to turn in their ticket to be paired with the master ticket will be issued a red ticket.

Red ticket: When a student chooses not to take responsibility for the yellow ticket a red ticket is issued. The consequences of a red ticket is spending time the following recess in the conference room filling out the Think Sheet. After 3 red tickets, parents will be called to discuss alternatives for corrections. If the offense is serious, parents will be called before there are 3 red tickets.

### **Strategies for Social Corrections**

<u>Area</u>	<u>Social Corrections</u>
Lunchroom:	Clean up own mess/kitchen clean-up duty Removal from group: A. stand against the wall B. other table C. conference room Apologetic note to lunch room staff
Playground & Transition Time	Yellow Ticket/Red Ticket Strategy Think sheet In School Suspension
Class	Behavior Sessions Out of School Suspension (last resort)
Classroom	Individual Classroom Strategies Removal from class Behavior Sessions In School Suspension Out of School Suspension

# MISSION

To create a positive learning environment where all students feel safe and successful by showing respect and responsibility.



<u>AREA</u>	<u>JOB</u>	<u>NOT YOUR JOB</u>
Lunchroom To appropriately eat and Socialize in a calm and Relaxed atmosphere.	good manners----- chew food appropriately  Visit in quiet voices----- Keep your hands to yourself Keep your eating area clean Be polite to lunchroom staff	bad manners chew with my mouth open or spit or touch other’s food  talk loudly touch your neighbor leave a messy area be rude or disrespectful to staff
Playground: <i>Safe social environment-</i> Learn to play and be Social with others	play safely with others----- talk politely to others----- respect duty teachers----- play safely on equipment--- Line up quickly & quietly--	to fight or be mean to others say bad words show disrespect to duty teachers to play carelessly on equipment continue with recess
Transition Times: <i>Hallways &amp;/or Bathrooms</i> Learn to respect others And property	walk in a straight line & walk quickly and quietly----- use my time wisely----- show respect to others----- to respect property & keep hands to yourself----- to respect faculty and staff----	to run noisily waste my time to show disrespect  destroy others’ property show disrespect to authority figures
Classroom: Positive learning Environment	enter quietly & sit down----- follow directions----- listen----- Do your work----- Respect others & their property Respect authority figures-----	enter noisily & wander around ignore directions not listen sit and do nothing disrespect others & their property be disrespectful to authority figures

- Consequences for failure to do by job:
1. Yellow ticket – lose 5 minutes of recess
  2. After 3 times in the office, parents will be called to discuss alternatives for corrections.
  3. If the offense is serious, parents will be called before there are 3 tickets.

**PARENT/STUDENT HANDBOOK  
CENTRAL LYON ELEMENTARY SCHOOL**

**NOTICE TO PARENTS AND GUARDIANS OF CENTRAL LYON STUDENTS**

As we near the start of another school term, the Central Lyon Community School District reminds parents and guardians of our students of a number of items:

**Health and Accident Insurance** – Central Lyon Community School District **does not carry health and/or accident insurance on students**. You should visit with your insurance agent regarding coverage for students while involved in school activities, including all regular school events and sports activities. Parents and guardians are responsible for medical costs incurred by their students.

A student accident policy is available to all students, which helps to supplement any major medical coverage carried. This should be purchased prior to the first day of school. Enrollment forms are available at both the Elementary-Middle School and the High School office.

**Personal Property** – Central Lyon Community School District is not responsible for damage to or theft of any personal property of a student of his/her family, including but not limited to items of clothing, books, sports equipment, jewelry, etc. Be advised that the student is responsible for items brought to school or on a school activity.

**Flowers** – The Elementary/Middle School Staff would like to remind parents **not** to send flowers to school for students for birthdays, Valentine’s Day, and so on. Please have the flowers sent to your home so your children can enjoy them with you.

**Pet Policy** - Due to students’ allergies and safety concerns, we are requesting that no animals be brought to school.

**Family Night** – Wednesday night of each week is reserved for family activities. No school activities or practices are to be scheduled for that evening. This does not apply to summer sports or state sponsored events. The building will be locked at 6:30 P.M. and all students should leave the building at that time.

**Extracurricular Activities** – Central Lyon Community School District is not responsible for student injuries or loss of property while students are participating in events. There are many instances where practices or rehearsals of these events are not sponsored by the school district.

While the safety and well-being of our students is our most important goal at Central Lyon, accidents and injuries do occur, and personal property may be misplaced or stolen. The Central Lyon Community School District is providing this information to you so that your students’ activities and participation may be planned accordingly, and that necessary precautions and insurance coverage, if needed, are arranged for by the parent and/or guardians.

Should you have any questions regarding this information, please do not hesitate to contact the administration office. Thank you for your attention to these matters.

--Central Lyon Community Schools

## **ABSENCES AND ATTENDANCE**

1. When your child will be absent, please call the school (472-4041) and inform one of the secretaries why the child will not be attending school. If we do not hear from you by 9:00, school personnel will call.
2. When your child returns after an absence, they should bring a note signed by a parent stating the reason. This is necessary for our health records. Thanks! (See **ABSENCE/ATTENDANCE POLICY** )
3. If your child has missed (or will miss) more than one (1) day of school and can do school work at home, please call the school and request make-up work from the teacher. Make-up work should be picked up at noon or after school, if possible.
4. The District discourages taking your child out of school for extra vacations, etc. If such a circumstance is impossible to avoid, please discuss the situation with the principal to make arrangements for all work to be made up prior to the absence.
5. The District also discourages dental, doctor, and eye appointments during the school day. Please try to schedule such appointments after school. Thanks!

## **ACTIVITY FEE WAIVER ELIGIBILITY**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fee waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal during registration time, or at the building office throughout the school year, for a waiver form. The waiver application is good (1) year, and the parent(s)/guardian(s) **must reapply annually**.

## **ADDRESS CHANGE**

1. If you have a change of address, or telephone number, please inform the school as soon as possible. It is very important for us to know how to contact you in case of an emergency.
2. If you will be moving from the district, please inform the office as to the moving day, new address, etc. You will sign a release of records form at your new school that you will be attending. Records will be sent as soon as we receive this form. We want to help your transition to a new home be as smooth as possible and we will want to communicate with your child's new school concerning his/her reading level, textbooks, and so on.

## **To the Student**

We welcome you as a member of the Central Lyon Elementary School. We hope that your elementary school days will be an exciting and worthwhile experience. Each of you has a responsible part in making your elementary years exactly as you want them to be. As an example, you should make every effort to adhere to the following code of ethics.

## **Student Code of Ethics**

I will show respect, courtesy, and consideration for all faculty members, substitute teachers, students, cafeteria personnel, and custodians. I will attempt to work to the best of my ability and strive to maintain a high scholastic record. My schoolwork will be the product of my own endeavor. Honesty is a policy that I will practice. I will use all my time wisely and work to achieve the highest goal of my ability. I will put forth an effort to obey all regulations in the school handbook. I shall try to cultivate the habit of being on time in school and to all appointments. I will show respect for my parents, my school, and myself by wearing clean and appropriate clothing. I shall do my share of the work faithfully when I am appointed to a committee. I shall strive to keep all areas of the building and school grounds clean and take proper care of school property. I will endeavor, by my conduct in the school auditorium and in public places, to reflect credit upon myself, my home, and in my school. In sports I will follow the principle of winning without boasting and losing without an alibi. Opponents are friendly rivals and should be treated as such. I will try to consider other people's feelings at all times. I will remember that what I do reflects upon my home my school my community and myself.

## **APPROPRIATE SCHOOL LANGUAGE**

How we talk at school among student to student or student to teacher is important. Foul or inappropriate language will not be tolerated at school.

## **AWARDS**

When student(s) perform and behave well they receive awards. These will be in certificate form, as phone calls to parents, special privileges, staff praise, etc. When you become aware that your child has been so honored, please reinforce the praise at home. Everyone needs praise to keep succeeding. Thanks!

## **ADMISSION OF PUPILS**

TK and Kindergarten pupils must be five (5) years of age on or before September 15. A special kindergarten Round-Up day is held each spring. At that time parents may enroll their children, and return the necessary medical forms for kindergarten enrollment.

Preschool pupils must be (4) years of age on or before September 15.

## **ARRIVAL**

The warning bell rings at 8:15 A.M. Classes start at 8:20 A.M.

## **BICYCLES**

You may ride your bike to school. You must park your bike in the bike-rack in front of the building. Be especially careful when leaving after school!! Observe good bike-rider rules and all traffic laws when riding to and from school. Watch out for walkers!!

## **BOOTS**

Students need to wear boots to school on wet, rainy, or snowy mornings. They are required to wear boots at recess if the ground is wet, muddy, or snow covered enough to track in.

Students that forget or do not have boots will remain on certain areas of the sidewalk during recess on rainy or snowy days.

When students have worn boots to school we usually require them to wear them home because it is easier than carrying them, and they are less likely to get lost.

Please mark your child's name in a conspicuous place on his/her boots or overshoes. Many boots are lost each year because they cannot be identified. Please help us by maintaining marked initials on them. Thank you!!

## **VIDEO CAMERA USE ON SCHOOL BUSES**

The Central Lyon Community School District Board of Directors 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. The use of cameras will promote and maintain a safe environment.

## **VIDEO CAMERAS ON SCHOOL PREMISES**

The CL Community School District Board of Directors has authorized the use of video cameras on school premises. The video cameras will be used to monitor student behavior and insure the safety of all students.

Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

## **BUS INFORMATION**

Specific Bus Rider Rules have been established to insure maximum order and safety on the buses. If a rule is broken, the driver will verbally reprimand the student. If the behavior continues, and the child will not obey, the bus driver will report the student to the principal. The principal will visit with the student and possibly give them a chance to “shape up”.

If a discipline problem should become more serious, the bus driver should follow the following steps:

- Step 1: Passenger/Rider will be assigned a seat for three to five days. A formal written report will be given to the Building Principal and a report will be sent to the parents/guardians. (FIRST FORMAL NOTICE)
  
- Step 2 The second incident will result in a suspension of riding privileges not to exceed five school days. The student must be in attendance at school during the bus suspension. A call and written Notification (SECOND FORMAL NOTICE) will be made to the parents by the Building Principal, notice to the Transportation Supervisor or Superintendent.
  
- Step 3: The third offense (THIRD FORMAL NOTICE) will result in suspension of bus riding privileges up to the remainder of the school year.

## **DAMAGE TO SCHOOL PROPERTY**

Damage to school property or private property of others by students is vandalism. Students guilty of vandalism will be assessed replacement value of the item and will be subject to disciplinary action.

## **CANDY AND GUM**

Candy and gum are not allowed in school unless permission has been obtained from the classroom teacher.

## **CENTRAL LYON BOARD OF EDUCATION DISCIPLINE POLICIES**

The staff is assured of the cooperation of the School Board and the Administration Office to the end that proper discipline may be maintained. The School Board policy applies district-wide. At the same time, the Board recognizes the uniqueness of each building and classroom procedures to implement and supplement these district policies.

Proper student behavior permits the orderly and efficient operation of the school and the maintenance of an environment in which maximum education benefits for all students may be achieved. The following procedures will be administered to students who disrupt the educational process.

1. **INSUBORDINATION.** Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of a teacher or school official. For any act of insubordination, a student may be suspended for up to five days. Repeated offenders will be referred to the Board of Education for disciplinary action.
2. **TOBACCO.** Students smoking or having possession of tobacco will be subject to disciplinary action As follows:
  - 1<sup>st</sup> offense – one- day out of school suspension; notification of parents.
  - 2<sup>nd</sup> offense – two-day out of school suspension; parent conference
  - 3<sup>rd</sup> offense - five-day out of school suspension; referral to Board of Education for disciplinary action.
3. **DRUGS AND ALCOHOL.** Students who use, or have possession of , or who are under the influence of, alcohol or illegal drugs will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense – three-day out of school suspension; notification of parents.
  - 2<sup>nd</sup> offense – five-day out of school suspension; parent conference.
  - 3<sup>rd</sup> offense – five-day out of school suspension; referral to Board of Education for disciplinary action.
4. **VANDALISM.** Students who vandalize school property will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense – out of school suspension up to five days; must make restitution; notification of parents.
  - 2<sup>nd</sup> offense- out of school suspension up to five days; must make restitution for damages; parent conference; may be referred to Board of Education disciplinary action.
5. **STEALING.** Students who steal will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense – out of school suspension up to five days; notification of parents.
  - 2<sup>nd</sup> offense – out of school suspension up to five days; parent conference; may be referred to Board of Education disciplinary action.
6. **UNEXCUSED TARDIES TO SCHOOL.** Students who arrive late to school without a valid excuse will be subject to the following disciplinary action:
  - 1<sup>st</sup> offense- recorded, no penalty
  - 2<sup>nd</sup> offense – recorded, no penalty
  - 3<sup>rd</sup> offense – thirty minutes detention; parent notification.
  - 4<sup>th</sup> offense – recorded, thirty minutes detention
  - 5<sup>th</sup> offense – recorded, thirty minutes detention
  - 6<sup>th</sup> offense – one hour detention.
  - Detentions penalties are based per semester.
7. **TRUANCY.** Truancy is defined as a student’s absence from school without parental knowledge and consent. Truancy will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense – detention at a minimum of one detention period for each hour of school missed; notification of parents.
  - 2<sup>nd</sup> offense – three-day out of school suspension; parent conference.
  - 3<sup>rd</sup> offense – five-day out of school suspension; parent conference

- 4<sup>th</sup> offense – five-day out of school suspension; referral to Board of Education for disciplinary action.
8. FIGHTING. Students involved in fighting will be subject to disciplinary action as follows:
    - 1<sup>st</sup> offense – out of school suspension up to two days; notification of parents.
    - 2<sup>nd</sup> offense – out of school suspension up to three days; parent conference.
    - 3<sup>rd</sup> offense – out of school suspension up to five days; referral to Board of Education for disciplinary action.
  9. ASSAULT. Students who physically assault another student or a school employee will be subject to disciplinary action as follows:
    - 1<sup>st</sup> offense – out of school suspension up to five days; parent notification; if assault is of a serious nature, it may cause immediate referral to Board of Education.
    - 2<sup>nd</sup> offense – out of school suspension up to five days; referral to Board of Education for disciplinary action.
  10. POSSESSION OF DANGEROUS WEAPONS. Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve (12) months and will also be referred to law enforcement authorities. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. 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.
    - 1<sup>st</sup> offense – May be expelled for up to one year.
  11. EXTORTION. Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any student who commits an act to extortion will be subject to disciplinary action as follows:
    - 1<sup>st</sup> offense – out of school suspension up to five days; notification of parents.
    - 2<sup>nd</sup> offense – out of school suspension up to five days. Referral to Board of Education for disciplinary action.
  12. ENDANGERING OF HEALTH AND SAFETY. Any student action which is of such a nature that it endangers the safety or health of students or staff of the Central Lyon Community Schools will be brought to the attention of the Board of education and may result in long term suspension or expulsion.
  13. AGGRAVATING OR MITIGATING CIRCUMSTANCES. Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administrator to dispense procedures which are less than or greater than those listed.
  14. CHEATING. Any student action to obtain answers to tests or daily assignments from other students will result in detention, failure on test or assignments in question and parent notification.

### **TITLE I PROGRAM**

The Title I program is a highly successful federally funded program to provide extra, small-group reading instruction to children who need additional help in learning to read. This program has rightfully been described as the most successful federal program ever. Generally, students involved in the program show excellent growth in reading skills.

A student's eligibility for Title I services is based on a combination of check lists, report card grades, unit test scores, teacher survey scores and Curriculum Based Measurement (test oral reading rate). After the test scores are compiled, classroom teachers and Title I teachers conference to discuss results. Teacher recommendation, based on documentation and observation, help us determine which eligible students will receive Title I services.

Classes consist of 3-6 students who meet with the Title I teacher daily for approximately 30 minutes of instruction. This help will be in addition to the regular classroom activities. Modifications in the regular classroom will allow adequate time for the student to complete their assignments.

If a student qualifies for this program, the parents or guardians will be notified of the school's intent to include them. If for some reason, the parents or guardians wish to waive the child's right to this service, contact should be made with the Title I teacher, principal, or guidance counselor.

### **CHILD CUSTODY**

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with the school, the District must provide equal rights to both parents.

### **COMMUNICATIONS**

1. The Staff and Administration really want to hear from you! Please phone the office if you wish to speak with a teacher or the principal. If they are unavailable, we will have them call you as soon as possible. 3:30-4:00 P.M. is an excellent time to call!
2. If you sense your child is having difficulty, please come in to visit with his/her teacher. Our teachers are genuinely concerned about each student and will be glad to visit with you at a convenient time for both. Thanks!
3. If you do not understand something you have heard from your child about school – phone the teacher or Principal.
4. Decisions made at this school will be weighed with this question in mind, "What is best for the children?"
5. If you want FACTS concerning your school call the teacher and ask for plain facts. Please do not make judgements on the basis of rumors. We will be glad to answer your questions or give you the information you need. We ask for your support, interest and confidence. Working together we will be able to provide the very best education for your children. We have a strong desire to serve the children of our community.
6. The school phone number: 472-4041.
7. A school newsletter is published each month and sent home with students. If you fail to receive it, please inform us.

### **CONFERENCES: PARENT-TEACHER CONFERENCES**

Student progress is reported to parents every nine weeks. At the end of the first and during the third nine weeks, Parent-Teacher Conferences will be held. (Please refer to the school calendar for specific dates). Parent/parents will receive a letter with a prearranged appointment time with their child's teacher. If you cannot be there at that time, please notify the teacher and arrange a mutually convenient time. Please come to the conferences ready to specifically discuss your child and the school program. Written questions or comments are a good idea. Please help us make conference time an opportunity to answer your questions and concerns.

## **CURRICULUM**

### 1. Philosophy:

We believe each child is a special individual and we are here to serve each one. Our programs are designed to meet the varied abilities of every child, and will continually reflect what is known about children and how they learn.

We believe that the mission of our school is to develop children's abilities in such a way that they emerge as self-confident learners, equipped to become an integral part of an ever-changing, complex society.

We believe that the students are the most important individuals at school. All efforts will be geared toward providing our most important individuals with a pleasant, orderly, learning environment, filled with positive learning experiences.

### 2. We stress the partnership between home and school by trying to let you know all about your child's education.

## **STUDENT APPEARANCE**

1. The Elementary/Middle School depends upon your good judgement in helping your children dress appropriately for school. Children are usually well groomed and dressed neatly for school. We appreciate students who have been taught to care about how they look. Children with clean hands, hair, and clothing feel better about themselves. Their classmates feel better about them too, and will generally find them more acceptable to play with than someone who is poorly groomed. Clean kids are happier at school.

2. We feel that a proper learning environment includes children properly dressed for school.

Shorts are acceptable on warm days. However, shorts that are too short or too tight, halter tops, "muscle" shirts, and "crop tops" are not appropriate school wear. Clothing that leaves the belly button or undergarments exposed are not appropriate for school.

Clothing with questionable monograms, patches or messages is not allowed.

We recommend students wear "tennies" to school every day due to our extremely active recess and P.E. programs. Students are not allowed to wear Heelys (roller shoes) to school for safety reasons.

3. During cold and rainy weather, students are required to wear jackets, caps, snowpants, boots, mittens, and scarves or face masks as necessary. As a rule of thumb, we require "snowpants" or an extra pair of jeans or sweatpants if there is snow on the ground or if the temperature (wind chill) is below 10 degrees F. Please remember to permanently mark your child's protective clothing. Thanks for the help!

Clothing and personal appearance should not interfere with education. Health services may help families with clothing if necessary. If you should have questions or comments on student dress, please call the principal. Your opinions are always welcome.

## **DRILLS**

Fire and Tornado drills are held on a regular basis (2 per semester). Each room has special instructions for fire or tornado procedures.

The fire alarm is a short steady blast, with strobe lights. Students are to calmly file out of the school building when this sound is heard, and assemble at the designated spots, located a safe distance from the building.

The tornado alarm is continuous whirling sound. When the alarm sounds, students are to quietly file to their designated safety area and follow instructions.

Students will also participate in lockdown and evacuation drills during the school year.

### **EMERGENCY DISASTER PLAN AND PROCEDURES**

- A. The staff will be notified of hearing impaired/special needs students. They will then be responsible for giving a proper visual warning when these students are under their instruction. Staff will have an inservice at the beginning of each school year and after each auditory check as to which students are impaired and the warning procedure. A proper warning includes a direct touch and assistance in leaving the building.
- B. The building is equipped with alarm-activated fire doors which automatically close when fire alarm is sounded. Staff are responsible for closing all windows and doors before leaving their rooms. The first person to the door is responsible to hold the door open until all have left.

### **SchoolReach and SNOWCAP**

In our effort to improve communication between parents and school, the Central Lyon Community School District is implementing a *telephone* broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service is provided by SchoolReach, a company specializing in school-to-parent communications. Central Lyon will continue to report school closings due to snow or weather on KQAD 101.1 FM/800 AM, KIWA 105.3 FM/1550 AM and KELO TV channel 11 and will use this system as an overlay to the public announcements.

When used, the service will call **the first two phone numbers** in our selected parent contact lists and will deliver a recorded message from a school administrator. The selected parent contact list is the phone numbers given to the school at the time of registration. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call. If you notice **missed calls** from the following phone number, 712-472-2664, and the weather looks questionable, do not call the school, please monitor the TV and radio stations or the Central Lyon website at [www.centrallyon.org](http://www.centrallyon.org) for any announcements.

SchoolReach will be used for emergency or unplanned events which cause early dismissal, school cancellation or late starts only. For other communications, such as activity events changes, postponements or cancellations, Central Lyon will continue to use SNOWCAP. If you subscribe to SNOWCAP, this service will send a *text message or e-mail informing* registrants of any cancellation, late start, or early out also. To take advantage of this service, register your e-mail or cell phone number at the website [www.snowcaponline.net](http://www.snowcaponline.net) **NOTE: Many radio and TV stations not on our inclement weather list have subscribed to receive the Central Lyon snowcap messages and have chosen to announce the Central Lyon information when they receive it. If the snowcap computer system is not working, Central Lyon will contact the only the TV and Radio stations listed above.**

### **Illness or Accident**

At registration time, you will be asked to fill out an Emergency Procedure form with your home phone number, parents' work telephone numbers, and the number of a neighbor or relative who could be in charge of your child and his/her needs, take him/her to the doctor, etc., when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency number. If at any time this information changes, please notify the school so we can have the necessary information should the need arise.

## **EQUITY EDUCATION/CHILD ABUSE**

THE FOLLOWING INFORMATION SHALL BE PUBLISHED EACH YEAR PRIOR TO THE START OF SCHOOL IN THE LYON COUNTY REPORTER, AND ALL STUDENTS AND FACULTY HANDBOOKS.

It is also the policy of the Central Lyon Community School District not to discriminate on the basis of race, sex, national origin, creed, age, marital status or disabilities in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX or the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural, racial, and sexual diversity present in the United States the various careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural rights, duties, and responsibilities of each individual as member of multicultural, nonsexist society.

It is the policy of the Central Lyon Schools to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries and grievances related to these policies may be directed to Level 1, Educational/Equity Coordinator, 1010 S. Greene St., Rock Rapids, IA , 712-472-4051: to Toby Lorenzen, Affirmative Action Coordinator, 1105 S. Story St., Rock Rapids, IA, 712-472-4041: to the Director of the Iowa Civil Rights commission in Des Moines: The Director of the Region VII office of the United States Equal Employment Opportunity Commission: or the Director of the Regional VII office of Civil Rights, United States Department of Education, Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

The following information may be released to the public in regard to any individual student of the Central Lyon School District as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal of the school in which the student is attending. This request must be renewed each year.

NAME, ADDRESS, TELEPHONE NUMBER, 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.

Parents/Guardians and /or students 18 years of age or older have the right to:

- 1) Inspect and review educational records: 2) request an amendment of the educational records: 3) consent to disclosure of personally identifiable information in educational records: 4) File a complaint with the U.S. Dept. of Education re: alleged noncompliance with the law: 5) obtain a copy of the school record policy: 6) withdraw students' directory information from general release.

Records of each student attending the Central Lyon Community Schools are located in the building they attend and are maintained by the building principal and/or guidance counselor.

Parents/Guardians are hereby notified that the following information is printed in all student handbooks, and that information regarding the following may also be obtained from the superintendent of schools:

1. Attendance: 2. Use of or possession of tobacco, alcoholic beverages and controlled substances: 3. Violent, destructive, and seriously disruptive behavior: 4. Suspension expulsion, emergency removal, corporal punishment and physical restraint: 5. Out of school behavior: 6. Participation in co-curricular activities: 7. Academic progress and: 8. Citizenship.

If you know of or even suspect child abuse by an employee of the Central Lyon Schools on a student enrolled in the Central Lyon Schools please contact the Level One Investigator, Toby Lorenzen: 1105 S Story Street, Rock Rapids, IA 51246 or call 712-472-4041.

### **EXCUSES**

If there is a good reason your child will be late with an assignment or project, please send a note explaining why.

### **FIELD TRIP**

Field trips are planned to provide additional educational experiences for your child. Generally, these trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom. A permission form will be provided during school registration. You will always receive advance notice of up-coming field trips, and occasionally, you may be asked to accompany the children and assist in supervision. Field trips will be within a 100-mile radius of Rock Rapids.

### **FREEDOM OF SPEECH**

Students attending Central Lyon have the right to exercise freedom of speech, including the right of expression in official school publications. However, they do not have the right to publish materials which are obscene, materials which are libelous or slanderous under Chapter 659, Code of Iowa. In addition, students may not publish materials which encourage students to do any of the following: 1) commit unlawful acts, 2) violate lawful school regulations, 3) cause the material and substantial disruption of the orderly operation of the school. (See Chapter 280.22, Code of Iowa.)

### **HEAD LICE**

Student(s) who have been determined to have the live head louse must be isolated from other students and sent home. Children may return after treatment has taken place and live louse are not present. Evidence of treatment used **MUST** be sent to school upon the student's return. Students will have a follow-up check when they return and after 7 to 10 days.

### **HEALTH**

1. Please do not send a sick child to school. Good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets hurt at school, the office will notify you as soon as possible.

If no response is obtained from the parent/guardian, we will call the designated individual on the emergency procedure form. If that person cannot be reached, the family physician will then be called if the conditions warrant his/her attention.

2. Vision and hearing tests will be given each year. Notice of any concerns will be sent home. If parents/guardian have concerns during the year, contact the principal to request vision and hearing tests.

3. The public Health nurse will also screen the 6<sup>th</sup> and 8<sup>th</sup> graders for scoliosis.

4. Communicable diseases should be reported to the school as soon as possible. Any chronic illnesses or special health problems should also be reported.
5. Prescription medications are not to be taken in school unless in the prescription bottle or with a written prescription by a doctor and parental permission to the office personnel to administer the prescription medication to the child.
6. If a child has a fever, they should not be sent to school. It is recommended the child should not return to school until their temperature has been normal for 24 hours.

### **HOMEWORK**

Properly planned homework for elementary-aged youngsters can be a good thing. Homework is generally assigned when students are reviewing material for a test, or if a student has shown a need for extra working time on a particular assignment.

Generally little or no homework is assigned to students in grades K-2. Homework for students in grades 3-5 should not exceed 30 minutes unless special circumstances are involved. If you have any questions about homework assigned to your child. Please discuss it with your child's teacher.

### **LATE/INCOMPLETE WORK**

Completing work on time is essential to be successful in the elementary school. Students who have incomplete/late work will be expected to stay after school to complete their work. Finishing incomplete work takes priority over practices, recesses, etc. Parents will be notified when their child has to remain after school to complete work. If incomplete/late work becomes a persistent problem the principal will set up a meeting with the parents to discuss what other options are available.

### **DAILY WORK POLICY FOR GRADES 3-5**

Students are expected to hand in their work on time. "On time" will be explained to the students. Late assignments will be docked one grade per day. When students are absent, they will have as many days to make up the work as they were absent. If students fail to write their names on their papers, two points will be deducted.

### **HOW CAN PARENTS HELP?**

1. We believe that parents are the most important teachers that children have. There are innumerable "teachable moments" that arise when your child is with you with full attention and concentration and desire to learn. Capitalize on those "teachable moments" by taking time to really talk to and teach your child. The best gift you can give your children is your time. Time to show them how important they are, how good they are, what a great learner they are, and especially how much parents can do to instill a positive self image in their children. Take time to really love your child and you will help them do better in school.
2. We also encourage parents to know what is going on at school. You have many opportunities to reinforce academic learning by commenting positively on school papers, etc. If you are aware of what your child is currently studying, you will be able to personalize much of the learning to home situations, trips, and other family occurrences. "See how important it is to be able to make the correct change for a dollar!"
1. Read with your children. Children who see parents read are much more apt to become readers. Read where you child can see you enjoying reading. Read to your child, and make a production of it – enjoy the reading together, react to the story, use various voices, etc. – have fun with it! Have your child read to you. Read to your older children too. (They love it.)

2. Keep an open line of communication with the school. If you are uncertain, or question something, call the teacher or principal!
3. Send notes to school when your child's routine is changed. It's very helpful to know for certain what Mom or Dad said.
4. Permanently mark your child's coat, mittens, boots, hat, scarf, snowpants, and school backpack. It will save lots of time in looking for misplaced articles. Thanks!

### **INSTRUMENTAL MUSIC**

Students may start learning to play an instrument in May of 4<sup>th</sup> grade. A meeting is held for fourth grade parents to decide on instruments, receive information on the band program and obtain instruments for their soon-to-be band members. Most instruments are available through a music store rental program.

During the school year, the bands put on two or three public performances and participate in solo and ensemble contests. During the school year, each student is taken from classes for a weekly 15 minute lesson. The 5<sup>th</sup> grade band rehearses two times each week.

Chair Challenge Policy:

1. Challenge sign up on the sign-up sheet in the band room at least one week in advance.
2. Fill out form with names of people and the music to be used from Band Music of Challenger's choice.
3. Both people come to the band room on day and time of challenge, and play for one of the directors.
4. Director will listen to the challenge and announce the results.

Mrs. Deutsch will keep parents informed of progress through notes home and newsletters.

A student has the first 5 days of the semester to decide if they want to be in Band and/or Choir. If a student decides to join or drop band or choir, a note from a parent must be presented to the Band/Choir teacher and a separate note to the principal. The student must let the band or choir teacher know of their intentions to join or drop during the first five days of the semester.

### **IMMUNIZATIONS**

1. According to Iowa State Law a personal immunization record showing dates and kinds of immunization received must be kept for each child. This "Certificate" is required for entrance in school.

The requirements are:

DPT- (Diphtheria/Whooping Cough /Tetanus) at least three doses and one booster must have been received after the child's fourth birthday.

POLIO- At least 3 doses of polio vaccine and at least one booster dose must have been received after the child's fourth birthday.

MMR- 2 doses required. The first dose shall have been received on or after 12 months of age. The second dose of measles and rubella vaccine shall have been received no less than 30 days after the first dose.

HEPATITUS B- 3 doses required if born on or after July 1, 1994, prior to enrollment in school, in kindergarten or any grade

VARICELLA (CHICKEN POX) – one dose given on or after 12 months of age if born on or after September 15, 1997, or had a reliable history of natural disease (parental recollection), prior to enrollment in school.

Several changes have been made to the immunization requirements for children enrolled or attempting to enroll in public and nonpublic schools in Iowa. All changes were effective July 13, 1994.

In order to comply with the immunization schedule recommended by the Advisory Committee on Immunization Practices (ACIP, November 1993), all children if four to six years of age and enrolled or are attempting to enroll for the first time in a public or nonpublic elementary school in Iowa shall have received at least three doses of rubeola and rubella containing vaccine. The third dose can be received no sooner than 30 days after the first does. Children may still demonstrate a positive antibody test to comply with this requirement.

In addition, a change was made to raise the age of exemption to further doses of pertussis vaccine in order to accurately reflect current recommendations. The age of exemption from further doses of pertussis vaccine was raised from 6 up to 7 years of age.

As with most rules, there are exceptions. Children can be exempted:

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious beliefs.

Although the law allows exemptions, the state Health Department may tell us to exclude your child from school if there's an outbreak of any of these diseases.

### **SCHOOL LANGUAGE**

**Appropriate language is defined as language which shows respect and does not demean one's peers and adults.**

Inappropriate language will not be tolerated at school. If it occurs, the following will take place:

- A. Inappropriate language will result in **After-School Detention**.
- B. Demeaning language inappropriate to the school environment will result in **In-School Detention**.

### **LIBRARY (Media Center)**

Each class has a scheduled library period once a week. The librarian reads to students, gives them instructions on how to use the library, and involves them in programs to motivate them to read. Students and teachers may check-out many types of materials to help them in their teaching/learning. Students with overdue materials not returned by the end of the school year will be fined replacement cost and materials.

### **LOST AND FOUND**

Please check the lost and found for missing articles. (Please permanently label your children's things to avoid losing expensive clothing, especially P.E. clothes.)

### **LUNCH**

The Central Lyon Community School Participates in the National School Meal Program. Meals can be purchased, or are provided at lower cost for those who qualify according to current income guidelines.

The child should bring meal money which will be credited to his/her family account. Students are not allowed to charge meals, so please have your child bring their meal money to school the day before their account is overdrawn. Students are given a lunch account reminder when the account is below two dollars.

### **LUNCH ACCOUNTS**

Central Lyon's Lunch Program is a pre-pay program. Students are required to keep a positive balance in their account. When their account is getting low, a reminder slip will be sent home with them. When family accounts

show a \$10.00 or more negative balance a sack lunch will be provided. Students will not be able to eat regular hot lunch when their accounts show a negative balance of \$10.00 or more. The principal will notify parents when the account becomes delinquent. All lunch accounts must be paid up at the end of the school year or student will not receive their report card. If you have any questions in regards to your child's account, please call the office and ask for Rhonda.

### **PAPERBACK BOOKS AND BOOK ORDERS**

Some families like to buy paperback books for their children. We send order forms home throughout the year for this purpose. This is done as a service for the parents.

Our school maintains a fully equipped Library. We encourage students to use it to the fullest.

### **PARENT-TEACHER COUNCIL**

Our district is fortunate to have supportive parents/guardians who work exceptionally hard to make our schools the best in the area. The PTC has fund raisers each year which supplement equipment needs of our classrooms. The school appreciates this active helpful support!

### **PARTIES AND TREATS**

Students are permitted to bring treats for birthdays if they wish. Due to food allergies and food reactions, we recommend that parents bring pre-packaged treats where all ingredients are listed.

**Please avoid the distribution of birthday party invitations at school, unless everyone is included.**

There are special occasions when the teachers have class parties - Halloween, Christmas and Valentine's Day. The teachers will send notes home to explain the procedure for parties in their room.

Small parties may be given in honor of students who will be moving from the school districts.

### **PERSONAL PROPERTY AT SCHOOL**

Games and equipment are supplied by the school system for children to use during recess. We encourage students not to bring toys, dolls, etc. to school to show or share unless directed to, as an activity sponsored by teachers. We have seen many sad children when new and prized possessions were damaged or lost at school. The school is not responsible for items lost, stolen, or damaged, which were brought to school without the consent of school personnel.

### **PICKING STUDENTS UP DURING SCHOOL HOURS**

If students are picked up during school hours parents are asked to check in at the office. The office will call the students. We ask the parent to wait in the office area until the child arrives. Please sign your child out on the sign out book in the office.

### **PICKING UP CHILDREN AFTER SCHOOL/ BRINGING CHILDREN TO SCHOOL**

The majority of people are extremely cautious and watchful when driving their cars on the street when school is beginning or dismissing. Every now and then, there is a parent in a hurry who jeopardizes the safety of our individual students. When picking up students after school, parents are encouraged to use the designated pick-up areas (12<sup>th</sup> Ave and west side parking lot).

When bringing students to school in the morning, we ask you to utilize 12<sup>th</sup> Ave and the west parking lot. If you drop our child off in front of the school be aware that this is the designated drop off spot for the busses.

If you choose to pick up your child on front of the school on Story Street, please be aware that this is the area that the busses park. No thru traffic is allowed in the designated areas during this time.

In an effort to make our arrival and dismissal times as safe and hassle-free as possible, we will be asking that all parent/guardians and others dropping off or picking up children be as careful as possible.

The school asks for your cooperation and support in this effort to increase the safety of our boys and girls.

### **PICTURES**

Individual pictures are taken of all students each year. Pictures are taken within the first few months of school.

### **PHYSICAL EDUCATION RESTRICTIONS**

Sometimes parents tell us their children cannot participate fully in Physical Education for one reason or another. If your child's Physical Education activities need to be restricted for more than a week, we will need a doctor's statement. Shorts, shirts, and tennis shoes are required for 4-7th grade students in Physical Education. Showers will be required for 4-7th grade students.

### **PRESCRIPTION MEDICATION ADMINISTRATION**

The following information must be given by the parent or guardian when prescription medicine is administered by the school personnel (A form will be provided to parent/guardian.):

1. Student's name.
2. Physician's name (include medication side effects).
3. Name of medication.
4. Dosage and time of administration.
5. Signature of parent/guardian and date.

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The request of a parent may be oral or in writing. Medication given at Central Lyon will be administered by authorized personnel. The school will designate a specific locked and limited access storage space within the school to store the medication.

**INHALERS** – Students are allowed to carry inhalers or keep them in their lockers which allow them to use as needed.

### **NON-PRESCRIPTION MEDICATION:**

The school does administer over-the-counter medication such as Tylenol or ibuprofen with authorization of parent/guardian by written/oral consent.

### **RECESS**

1. Because everyone needs a break and fresh air, each student will be provided with at least one recess per day.
2. Children may stay in from recess for obvious health reasons a day or two. If a child has been ill, a teacher may keep a child in from recess if the parent/guardian makes such a request in writing. For longer recess restrictions, a doctor's statement is required. Students may also have to stay in for recess for late work or to receive extra help.

### **RECORDS**

The District's policies on student records comply with the Family Educational Rights and Privacy Act of 1974, and Iowa statutes.

As a parent/guardian you can access to your child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be included in the permanent records.

Please call for an appointment if you wish to review the cumulative record, any testing results, or IEP records in the resource room. To insure confidentiality, your child's cumulative records are kept in a locked file.

## **REPORT CARDS**

In addition to grading in the academic areas our teachers track progress in school related, personal and social growth, as well as work and study habits.

## **JMC ONLINE GRADEBOOK PROGRAM**

The parent access module allows parents with students in grades 3-8 to check student's attendance, lunch account, report cards and current scores in the online gradebook.

The module allows the teacher to post assignments for parents to view and will allow parents to check their parent information, as in telephone number, address, etc. and give online notification to the office of needed changes.

A form is available in the office to fill out, which will give the office a record of the password you would like to use.

- Select a password carefully.
- It should be private enough to be secure.
- It needs to be at least 4 digits and may be letters, numbers, or combination of the two.

## **SAFETY**

Riding a bike to school, kickball on the playground, sitting on the bus with a special friend or walking home with a pal. We don't want these carefree times marred by mishaps. You care about your child's safety at home. We feel the same way at school. Help your youngster "play it safe" with these hints--

### 1. Walking to and from School

- ❖ Start early enough so you arrive 5 to 10 minutes before the tardy bell rings, without rushing.
- ❖ Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
- ❖ Never run between parked cars.
- ❖ Look in all directions before crossing the street. Use marked crosswalks.
- ❖ Never accept a ride or a gift from a stranger.
- ❖ Don't go to a friend's house after school unless Mom or Dad has sent a note that says it's okay.
- ❖ Go directly home after school before you start to play.

### 2. On The Bus

- ❖ Review the tips on safety listed under bus information earlier in this handbook.

### 3. On Your Bike

- ❖ Ride single, never double. Observe all traffic rules!
- ❖ Use a chain and padlock on your bike so it won't be stolen at school. Be careful not to lose the key!
- ❖ We suggest you get a license and record the description. We can't be responsible for your bike, but we hope you'll protect it using these suggestions.

### 4. At School

- ❖ Play safely. Throw playground balls, not sand, rocks or anything else that can hurt people.
- ❖ Don't "rough house". Tripping, pushing, fighting and wrestling can get out of hand and lead to injuries.
- ❖ \*Leave knives and other unsafe objects at home.
- ❖ \*Remain on school grounds until school is out. If you have permission to leave early, go to the office first and check out.
- ❖ \*Wash your hands before lunch.
- ❖ \*Wear sturdy shoes that protect your feet.

## **SCHOOL RULES**

The Elementary rules help provide a safe and orderly learning environment for everyone. School rules are carefully explained to our children. Respect and good discipline are maintained by recognizing and praising good behavior and correcting inappropriate behavior. Every effort is made to fully communicate with parents/guardians so you will know what has happened with your child.

1. Respect the Right of Yourself and Others! Generally speaking, any behavior that infringes on the ability of the teacher to teach, or the right of others to learn or be happy, or that threatens the safety of any person will not be tolerated.
2. Be Polite!
3. OBEY all School Personnel!
4. Play and work safely!
5. Respect School property and use it wisely!
6. Use language that is acceptable!
7. Leave unsafe tools, objects, or substances at home!
8. Follow your teacher's guidelines for acceptable behavior!
9. Take good care of your belongings, and the belongings of others! All coats, boots, caps, mittens, etc. must be permanently marked with your name!
10. Ask your teacher, principal, or other school personnel for help if you do not understand something!
11. Move about the room, the hallways, and playground in a safe, non-abusive manner!
12. Wear boots to school when it is wet or snowy outside, or if rain or snow is possible!
13. Use correct bathroom behavior!
14. Play only on areas designated for your grade.
15. If you take a ball or rope etc. out for recess, be sure to bring it back in again!
16. Stay "cool"! Settle disagreements or differences peacefully without fighting, using threats, name calling, insults or put downs.
17. Show PRIDE in yourself and your school by cooperation with rules and doing your BEST!

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause substantial disruption in the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substance, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

As part of periodic inspections of lockers and parking lot, school officials may arrange to have trained drug-sniffing dogs brought in. Students will not be advised in advance, nor can they be present for the inspection. However, if contraband is found in a locker or vehicle, the student will be contacted as soon as the drug dog has left the building/premises (school property).

## **SPECIAL SERVICES**

To help provide the most appropriate education for students with special needs, the elementary school has several special programs available.

Speech and Language: A special clinician is available to evaluate and provide individual classes for children with communication disorders. The clinician is available to teachers and parents on a consultative basis. Speech screening is done by the teachers, who make referrals for evaluation to the Speech Clinician.

Hearing: Hearing screening is conducted in our school each year by AEA 4 personnel. Children in grades K-4, 8, and 11 are screened, as well as new students to the district, and children with previously identified hearing losses.

Occupational Therapy: Specialists are available to provide therapy to students with specific physical development delays.

Psychological Services: Central Lyon School utilizes the school's psychologist to assist in diagnosing learning problems and developing appropriate learning programs for individuals with such difficulties.

Resource Multi-Categorical Room: Central Lyon maintains a resource room with specialist-teachers to provide additional instruction for those who qualify.

Northwest Area Education Area: NWAEA, as it is referred to, is located in Sioux Center. The Agency uses state and local area funds to provide a wide range of special educational services to area schools and children.

### **STUDENT GRIEVANCE POLICY**

Students have the right and the responsibility to express school related concerns and grievances to the administration. Any student of Central Lyon School District who believes they have been discriminated against, denied a benefit or excluded from participation, may file a complaint with Level 1 and follow the steps as described in the Student Grievance Policy.

Student Grievance Policy will be handled in four (4) steps. Written forms can be obtained from Level 1 upon request from the grieved student.

### **TELEPHONE**

Students should use the phone for emergency use only. Long distance calls will need to be made from the office.

**ELECTRONIC DEVICES** – Cell phones, pagers or MP3 devices will not be allowed to be used during school hours unless a staff member has given permission. They must remain in the student's locker at all times.

If a student is found to have an electronic device in their possession the following action will be taken:

- ❖ First offense: Device will be taken for the remainder of the day. The student may pick it up in the office at the end of the day.
- ❖ Second offense: Device will be taken for the remainder of the day. Parents will be notified and will have to come to the school to pick up the device.
- ❖ Third offense: The student will not be allowed to have the device in school without Mr. Kruse's knowledge. When the device is allowed, it will remain in the office during the school day.

### **TESTING**

To be able to properly meet your child's academic needs, it's necessary to know their present level of achievement.

### **BASIC SKILLS TESTS**

Iowa Basic Skills Tests are administered each year to help determine student academic achievement. Grades 2, 3, 4, 5, 7, and 8 will be tested in the fall of the year. Parents will receive results of these tests with the student's report card during the school year.

## **TEXTBOOKS**

Students are expected to take good care of their textbooks and workbooks. If damage occurs to any text, library book, or workbook, a fine will be charged, or the student will be asked to pay the replacement cost of the book.

## **VISITING CLASSROOMS**

1. Parents/Guardians/Grandparents are most welcome and encouraged to visit the classes. Classroom visits offer parents one of the best means to gain information about the educational program, and to observe their children's performance in a classroom learning situation. To make the visits most worthwhile, the school suggests that parents visit after the first two weeks and before the last two weeks of school.

The first nine (9) weeks of Kindergarten are a period of adjustment from home to school. Teachers prefer to be alone with these children during this period.

2. Please phone the school (472-4041), before you stop in to visit the classroom.
3. Children visiting school, with or without parents, are frequently a disturbing influence in the classroom.
4. **PETS:** Due to students' allergies and safety concerns, we are requesting that animals are not to be brought to school.

## **VOLUNTEERS**

We utilize volunteers in many of our programs at school. Volunteers help in our reading programs, as chaperones on field trips, as party helpers, to do clerical work as well as many other helpful "jobs".

If you are interested in being on the "Volunteer List", please call the school. Thanks!

## **WEATHER**

Central Lyon School is located on a hill with lots of wide open spaces. As a result, the wind, rain, and snow are often worse than they are in more protected areas.

Each year we have lots of muddy kids, and kids with frostbite, and kids who wished they would have dressed "warmer" or "cooler" than they did. We encourage students to watch the morning weather report to be able to best decide how to dress for school. Our motto is "Think Ahead". Thinking ahead will often allow them to have a needed hat, pair of boots, shorts or whatever in their backpack to make the day more bearable.

## **CENTRAL LYON COMMUNITY SCHOOL DISTRICT NOTIFICATION**

### **CONCERNING STUDENT PERSONNEL DATA RECORD**

The Central Lyon Community School District maintains records on each student in order to facilitate the instruction, guidance and education progress of the student. The records contain information about the student and their education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records of each school building is listed below.

Dan Kruse                      Elementary-Middle School Principal  
Dave Ackerman              High School Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent/guardian or student over the age of 18 years. Any other access to student records shall be only upon written permission or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal education
- D. Officials connected with a student's educational financial aid applications.
- E. Governmental officials to which information is to be reported under state law adopted prior to November 17, 1974.
- F. Organizations which process and evaluate standardized testing.
- G. Accrediting organizations for accrediting purposes.
- H. Parents/Guardians of dependent children, regardless of child's age.
- I. Appropriate parties in health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student transfers out of the high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The parents/guardians of handicapped students, or handicapped students over the age of 18, will be informed when personally identifiable in the records is no longer needed to provide educational services, and before the information is destroyed.

Parents/Guardians of the students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any to the aforementioned persons responsible for maintaining student records.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: 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 of awards received, the most recent previous school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent/guardian must file a written objection with the aforementioned person responsible for maintaining student records.

### **ABSENCE/ATTENDANCE POLICY**

In order for the Central Lyon Elementary/Middle School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful education program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

1. Names of parents/guardians whose students violate the Compulsory Attendance Policy will be turned over to the County Attorney for prosecution.

### 299.19 Proceeding Against Parent

Upon failure of any person having the custody and control of such child to require their attendance as provided in section 299.1, the state Board of Regents may make application to the District Court or the Juvenile Court of the county in which such a person resides for an order requiring such person to compel the attendance of such child at the proper state institution.

### Policy Title Student Absences – Excused Code No. 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances and school sponsored or approved activities.

Students who wish to participate in school-sponsored activities must attend school at least one-half (1/2) day of the staging or playing of the activity unless permissions has been given by the principal for the students to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

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

### Policy Title Compulsory Attendance Code No. 501.3

Persons within the school district who have control over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days of school is in session in accordance with the school calendar. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

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

It shall be the responsibility of the parent/guardian to notify the student's attendance center as soon as he/she knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Students who are absent without permission are considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students will be reported to the appropriate authorities.

Central Lyon Students in grades K-8 will be required to attend school at least 82 days per semester in each course that meets on a daily basis.

The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

### **ADDITIONAL GUIDELINES**

An absence count will start only upon a student's first registered day in class (within the first five days of class).

Absences will be classified as excused and unexcused. Absence from school for bereavement and illness (verified by written doctor's statement) will be considered excused. All other absences will be unexcused.

Absences which are due solely to hospitalization or long term illness parents/guardians will need to immediately provide the school with a written doctor's excuse which lists the specific dates in question.

Class absence as a result of approved school activities, will not count as an unexcused absence. Unless otherwise indicated, students who miss due to requests from administrators and counselors fall within approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

When students miss school, it is still imperative that their make-up work be completed in a satisfactory manner. If excessive absences cause a student to fall behind and not get work completed, a meeting with the parents, student and school staff will be held to remedy the situation. If absences cause the student to fail a course, the school may ask for the student to repeat the course or the grade level. If the parents do not agree to this, a letter will be placed in the students file that documents this request.

### **Student to Student Harassment**

Harassment of students by other students will not be tolerated in the Central Lyon School District. This policy is 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, 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.

#### **School Responsibility concerning all forms of harassment by students:**

Students are to treat other students with respect at all times. Students who cause verbal and/or sexual harassment will be subject to following guidelines.

#### **Level I:**

Step 1: Communicate to the person harassing you that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor or principal.
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
  - \* What happened
  - \* When it happened
  - \* Where it happened
  - \* Who harassed
  - \* List any witnesses
  - \* What you did or said
  - \* How you felt
  - \* How the harasser responded
  - \* Note exactly what was said

c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give to the teacher, counselor, or principal you contacted.

Step 3: If behavior is repeated you should complete the grievance form and follow the due process in the following section:

### **Level II:**

The student may file an appeal with the superintendent of schools if the remedy is not secured at Level I.

Step 1: File with the superintendent in writing a request to review within ten calendar days of the receipt of Level 1.

Step 2: The superintendent will review the findings reached at Level I and he/she may conduct an investigation.

Step 3: The superintendent will respond in writing within ten calendar days from the receipt of the appeal.

### **Level III:**

Step 1: The Board has thirty days to respond to the appeal.

## **Initiations, Hazing, Bullying or Harassment**

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

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

- ❖ Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- ❖ Tell a teacher, counselor or principal and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - What, when and where it happened
  - Who was involved
  - Exactly what was said or what the harasser or bully did
  - Witnesses to the harassment or bullying
  - What the student said or did, either at the time or later
  - How the student felt
  - How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- ❖ 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

Harassment or bullying based upon factors other than sex includes, but not limited to:

- ❖ Verbal, physical, or written harassment or abuse
- ❖ Repeated remarks of demeaning nature
- ❖ Implied or explicit threats concerning one's grades, job, etc
- ❖ Demeaning jokes, stories or activities

Code No. 104  
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## ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization; of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, gender, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Approved 6/11/07

Reviewed 10/12/09

Revised 10/12/09

## ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student-and/or
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 1105 S. Story Street Rock Rapids, Iowa 51246.

### Legal References:

20 U.S.C. §§ 1221-1234i (2004).  
29 U.S.C. § 794 (1994).  
42 U.S.C. §§ 2000d-2000d-7 (2004).  
42 U.S.C. §§ 12001 *et. seq.* (2004).  
Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
Iowa Code §§ 216.9; 280.3 (2007).  
281 I.A.C. 12.3(6).  
Morse v. Frederick, 127 S.Ct. 2618 (2007)

### Cross References:

502 Student Rights and Responsibilities  
503 Student Discipline  
506 Student Records

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Name of student or employee target:: \_\_\_\_\_

Grade and building of student or employee: \_\_\_\_\_

Name and position or grade of alleged perpetrator /respondent: \_\_\_\_\_

\_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt
    - how the harasser responded.

### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is other the building principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### **Cyber-Bullying**

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy, Board of Education Policy 50Z.10-Harassment, Intimidation & Bullying discipline code of the district.

Students, parents, employees & others doing business with or performing services for the Central Lyon CSD are hereby notified that this School District does not discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, creed in admission or access to, or treatment in its programs and activities.

Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 Equal Employment Opportunity, Title IX of the Education Amendments of 1972 Sex Discrimination, the Americans with Disabilities Act (ADA) Rehabilitation Act of 1973 (Section 504)m of Iowa Code 280.3 is directed to contact the Superintendent of Schools at 115 S. Story Street, Rock Rapids IA 51246 (Phone: 712-472-2664). The Superintendent has been designated by the School District to coordinate the School Districts efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 & Iowa Code 280.3. The Central Lyon CSD is an EEO/AA employer.

To file a complaint of discrimination: write Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.”

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, creed in admission or access to, or treatment in its programs and activities. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”  
USDA permits the use of a shorter notice: “This institution is an equal opportunity provider.”

If your family lives in any of the following situations: In a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because cannot find or afford housing; **then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.**

**Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children
- Receive the same special programs and services, if needed, as provided to all other children served in these program.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district's local liaison for homeless education (see phone number below) for help enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Assist the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

**Local Area Contacts:**

- High School, Jessica Harman 712-472-4051 [jharman@central-lyon.k12.ia.us](mailto:jharman@central-lyon.k12.ia.us)
- Elementary/MS, Toby Lorenzen 712-472-4041 [tlorenze@central-lyon.k12.ia.us](mailto:tlorenze@central-lyon.k12.ia.us)

**State Coordinator:**

- Raymond E. Morley 515-281-3966 [ray.morley@ed.state.ia.us](mailto:ray.morley@ed.state.ia.us) Department of Education, Des Moines, IA 50319

If you need further assistance. Call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.