



# CENTRAL ELEMENTARY HANDBOOK

## 2023-2024

Updated 6-19-23

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website – [www.nevadacubs.org](http://www.nevadacubs.org). If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office or the School Board Policy Book is available at the Nevada Public Library.



*"Preparing Learners Today for Tomorrow"*



## **TO THE PARENTS AND STUDENTS**

This student handbook is intended to help acquaint families with our elementary program. We hope that each family will take the time to go over the information. This handbook is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact the school with any specific questions or other concerns regarding the material in this handbook.

- [Central Elementary Online Learning Handbook](#)

## **BE SAFE, BE RESPECTFUL and DO YOUR BEST**

### **CENTRAL TIME SCHEDULE 2023-2024**

Buses Arrive	7:30-8:05
Central Students Enter Building	7:45
Classes Begin at Central (AM Preschool)	8:15
EK Recess	9:30-9:45
Grades 3 & 4 (Graded) Recess	10:15-10:30
Grades 3 & 4 (MA) Recess	10:30-10:45
AM Preschool Recess	10:50-11:10
Headstart Recess	11:00-11:20
Lunch/Recess for 1-2 MA	11:00-11:45
AM Preschool Dismissal	11:15
Lunch/Recess for EK/Kdg	11:25-12:10
Lunch/Recess for 1-2 Graded	11:50-12:35
PM Preschool Starts	12:15
Lunch/Recess for 3-4 Graded	12:15-1:00
Lunch/Recess for 3-4 MA	12:40-1:25
Kindergarten Recess	1:30-1:45
Grades 1 & 2 (Graded & MA) Recess	1:50-2:05
PM Preschool Recess	2:50-3:10
EK Recess	2:45-3:00
EK-4th Bus Rider Dismissal	3:08
EK-4th Walker/Pick Up Dismissal	3:10
Buses Leave Central	3:15
PM Preschool Dismissal	3:15

### **WEATHER Late Start - NO AM PRESCHOOL**

Preschool Scheduled Early Dismissal                      8:15-10:45 and 11:45-2:15

### **LATE STARTS FOR 2022-2023**

We will implement “LATE START” Mondays every Monday for the 2023-24 school year. This time will be used for our teachers to participate in professional development. School will begin *exactly* 90 Minutes later than we typically start. We will not provide childcare – please make arrangements for your children on these Mondays. If children show up before the start of the school day on a late start day – we will call parents to come get the children. If parents cannot be reached, we will call those listed as emergency contacts. The schedule will be adjusted in the following way:

7:30-9:00 AM	Teacher Professional Development
9:10 AM	Students can enter the building
9:40 AM	Warning Bell
9:45 AM	Tardy Bell – Class Begins

### **SURVEILLANCE OF CENTRAL**

To improve our security, the elementary doors will remain locked throughout the day except for our main doors on the south. Security cameras have been added at entrances and in hallways for an additional layer of security. The building is under 24 hour surveillance both inside and outside the building.

### **SECURITY AT CENTRAL**

Upon entering the building, Central visitors will come directly to the office. In the office you will place your driver’s license in our Raptor System® which will complete a background check. Upon an approved background check, each visitor will be issued a day pass and will be allowed to enter the building.

If the system cannot produce a positive background check, the visitor will not be allowed to enter the building. If at any time the building administrator feels the visit would be a distraction to students or to learning, a visitor can be denied access to the building as well.

### **ACADEMIC GOALS**

PREPARING LEARNERS TODAY FOR TOMORROW. (NCSD Mission Statement)

#### **Elementary Improvement Goals (2023-2024)**

The Nevada Community School District has set the goal to improve the level of learning, achievement and performance of its students. The use of standardized test scores is one measurement that the district is using to determine the student academic growth.

#### **Long Range Goals**

100% of the students in Nevada Community School will be proficient in reading and math.

### **Annual Improvement Goals**

Annual improvement goals for the Nevada Community School District will reflect continuous improvement. Student performance will meet or exceed the expectations set by the Iowa Department of Education in the areas of reading and math as measured by the state testing assessment tool.

### **Local Assessments**

In the area of reading, we also have goals for students for reading comprehension. We are using a testing program called FAST for this comprehension evaluation (earlyReading & aReading) that will be given three times per year. The goals (composite score) for each grade level are found below:

KDG	earlyReading: 32 (Fall), 50 (Winter), 64 (Spring)
1 <sup>st</sup>	earlyReading: 33 (Fall), 52 (Winter), 66 (Spring)
2 <sup>nd</sup>	aReading: 469 (Fall), 481 (Winter), 490 (Spring)
3 <sup>rd</sup>	aReading: 490 (Fall), 498 (Winter), 503 (Spring)
4 <sup>th</sup>	aReading: 502 (Fall), 509 (Winter), 513 (Spring)

### **PARENT/STUDENT/CONCERNS**

One of the goals of the elementary staff is to provide honest responses about your student's successes in the classroom and school building. Also, we wish to have open dialogue with you about concerns you may have relating to the classroom, programs or other topics.

If you have a complaint, please go directly to that individual and express your concerns. If the problem/concern is not resolved, please use the procedure listed below:

1. Teacher
2. Administrators
3. Superintendent of Schools
4. Board of Education

Below is also a link to the Department of Education's website for Parent, Guardian, and Community Concerns:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **REPORT CARDS**

Following the end of the first quarter, parent conferences will serve as the first reporting period of the year; report cards will not be issued. Parents will then receive a report card the week following the end of the 2<sup>nd</sup> quarter. Parent conferences will again take place in lieu of a report card for the third quarter. The 4<sup>th</sup> quarter report card will be available following the last day of school.

## **HEALTH SERVICE RESPONSIBILITIES**

Full time health service is provided for grades PS-4. Not only is the focus on physical care for the students, but on health promotion and health education as well. With increasing public awareness of the hazards of blood borne pathogens (such as Hepatitis B), health promotion and health education have become large factors in continually educating students, parents, and staff of the importance of universal precautions and the reasons for not touching another person's body secretions, such as blood. Examples of other areas of health education, in which the school nurse is often a classroom presenter or serves as a resource person for the classroom teacher are communicable and chronic diseases, dental health, growth and development issues, CPR, systems of the body and tobacco, drug and alcohol awareness.

Some of the health services for students and staff include screening programs (such as vision, hearing, blood pressure checks, height and weight measurements, dental screening), illness care, first aid and emergency measures, aiding in communicable disease control, and health counseling. Health counseling, an increasingly important part of health service, involves conferences with students on issues such as family dynamics, personal health concerns, weight control, stress related issues, and personal hygiene issues.

## **HEALTH GUIDELINES**

In the event a student is injured or becomes ill while at school, the school nurse will assess the student and, if needed, will notify the parent. If a parent cannot be reached, the person to whom the parent has designated as one to contact who will care for and make decisions for the student will then be contacted. Unless the nurse deems a follow-up with a doctor is necessary or medication is administered, parents may not receive a call.

### **Hepatitis B**

The Iowa Legislature passed a law requiring hepatitis B immunization. It states "evidence of hepatitis type B immunization shall be required of a child born on or after July 1, 1994, prior to enrollment in school in kindergarten or in any grade."

### **Dental Screenings**

In 2007, the state legislature passed House File 906 which became effective July 1, 2008. This legislation requires Iowa's kindergarten, 9<sup>th</sup> grade and high school transfer students to receive dental screenings. This academic year an audit will be conducted by the State Public Health Department to ensure compliance to this legislation. Kindergarten dental screenings must be completed by a dentist, MD, DO, PA, nurse or dental hygienist and the state form must be returned to Central Elementary. Screenings performed within the last year will qualify. Central Elementary, in cooperation with the school nurses and local dentists, will schedule a screening during school hours for kindergarten students in the fall as part of the dental health unit of study. Students who have not been screened prior to that time can use that screening to meet the requirements of this legislation.

### **Hearing Screenings**

Heartland Area Education Agency staff complete hearing screenings annually for students in some preschool classes (check with your school nurse), Kindergarten through 2nd grade, and for students in 5th grade. Parents are notified only if the results are concerning. Parents should notify the school nurse if they do not want their children to participate in the screenings.

### **Healthy Kids Act**

Beginning July 1, 2009 - school districts must ensure that physically able pupils in grades K-5 engage in physical activity for a minimum of 30 minutes per day.

## **MEDICATION POLICY**

All medication to be administered during school hours will be kept and administered by the nurses. No medication will be administered without specific guidelines and directions from the parent. All medication to be administered at school must be accompanied with a medication permission sheet, giving specific directions, along with the signature of the parent (if it is an “over-the-counter” medication) and the parent and physician (if it is a prescription medication). Prescription medication administered at school needs to be in the original prescription container labeled with:

1. Name of the Child
2. Name of Medication
3. Directions
4. Physician’s Name
5. Date of Prescription

Students with asthma or other airway constriction diseases may self-administer their medication upon approval of parents, prescribing physician, and the school nurse. Students at Central will continue to deliver other prescription medications to the nurse at Central. Students will stop for their meds at breakfast, recess, lunch or the end-of-the-day.

### **Accident Procedure**

From time to time children will have an accident during the school day where the child sustains some kind of injury. The adult supervising will assess the situation and determine whether the child can safely travel to the nurse’s office or whether the child should not be moved and the nurse will need to travel to the child. Upon arrival either at the nurse’s office or the nurse arriving on the scene of the accident, the nurse will assess the situation and determine if emergency services will be called, the parent will be called or the child will be treated and returned to class.

If an ambulance and the EMT’s are called, the parent will be summoned immediately. If emergency services are not warranted, but the nurse still feels that the child needs to see a doctor, the parent will be contacted immediately. If the child is treated and returned to the classroom, the nurse will call the parent if the injury warrants a follow up. In the event emergency services are

warranted Story County Medical Center will be used unless parents have previously stipulated otherwise.

## **SCHOOL LUNCH**

The school district operates a lunch and breakfast program. Students receive a lunch number at the beginning of the year. This number is used for lunch as well as library checkout. At lunch, the student will use a keypad to input her/his number. Breakfast and lunch charges are deducted from the students lunch balance.

Lunch menus are posted in rooms, on bulletin boards, in the cafeteria, and on the District website.

### **Prices:**

- All Students First Breakfast      \$2.25
- All Students First Lunch          \$3.20
- Adult Lunch                              \$4.20
- Adult Breakfast                        \$2.45
- Milk                                         \$0.50

## **SNACKS, TREATS, PARTIES, ETC.**

In the interest of providing the safest environment for our students, the following guidelines are to be followed for all parties, snacks and treats sent to school.

**We require that any food sent to school from home be sealed and prepackaged. We want to ensure that snacks are safe and free of contamination.**

Individually pre packaged treats are fine, but not necessary. Large boxes of treats that are unopened are acceptable to send, as well. A list of snacks that fit the guidelines are listed below. If food is sent that does not fit the above guidelines, it will not be served to the students. Our food service dept. will also supply snacks or treats – please contact our Food Service Director (515-382-3521) to make arrangements for those to be provided to your child's classroom.

### **Safe & Healthy Snack Ideas (Could include but not limited to:)**

- Fruits or Vegetables in whole form that can be washed
- Individually sealed cheese sticks
- Crackers (wheat, saltine)
- Graham crackers (plain, chocolate or cinnamon)
- Goldfish crackers
- Ritz Bitz (cheese filled only)
- Chex Mix (not Doritos snack mix)
- Frozen yogurt tubes
- Pretzels
- Low sugar cereal (Cheerios, Honey Nut Cheerios, Life, Mini Wheats, etc.)
- Individually sealed fruit cups
- Granola or cereal bars (not chocolate covered)

- Animal crackers

### **CLASSROOM PARTIES**

In elementary school, students have a few classroom holiday parties. Parents sign up to provide snacks and refreshments. We acknowledge that parties are special celebrations and, therefore, we do not require that these snacks fit the “healthy” criteria or non-food items are appropriate as well. They do need to be prepackaged and sealed to encourage food safety.

### **BIRTHDAY TREATS**

If you choose to send birthday treats, they need to be prepackaged but do not need to follow the healthy snack guidelines.

## **GRADED PROGRAM/MULTI-AGE PROGRAM**

At Central Elementary parents are provided a choice of programming for their child. Our elementary school offers a graded program and a multi-age program. Although there are many similarities between the two programs, the program differences are outlined below:

### **GRADED PROGRAM**

- Classrooms are given a particular grade level designation.
- Students have a different teacher each year.
- Curriculum cycles yearly.
- Curriculum is divided developmentally by integration and unit themes.
- Students typically are promoted to the next skills and subject areas with same grade level each year.
- Student-led conferences, optional.
- Demonstration tasks used to show student progress.

### **MULTI-AGE PROGRAM**

- Students are not given a grade level designation.
- Students generally remain with the same teacher for more than one year.
- Students work with a wide age-range of classmates.
- Curriculum cycles over a four year period
- Curriculum is integrated into themes with developmental skill lessons.
- Students progress over a two year period within the same classroom.
- Student-led conferences, optional.
- Demonstration Night held.

There are eight multi-age classrooms for students in MA 3-4 and MA 1-2. Our Graded Program has either 2 or 3 sections per grade level. Preference forms will be distributed electronically to parents in the spring of kindergarten so that parents can indicate which program they choose for their child for the next school year. An attempt will be made to honor parent choice, however, on occasion we must shift students from one program to the other to balance student numbers. On those occasions we may not be able to grant parents their choice of programming-and would be contacted to inform them of that fact. Parents are asked to commit to one year of programming regardless of choice.



## **SCHOOL ATTENDANCE REQUIREMENT**

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

### **Definitions:**

#### **Kindergarten through Eighth Grade Times**

1. A student is considered tardy if he/she arrives at school within one hour of the building start time. If a student leaves between 2:00 and 3:10, it will be counted in the same manner as a morning tardy.
2. A student arriving at school after one hour after the day has begun will be considered absent for one-half day.
3. A student is considered absent for the full day if he/she does not arrive at school by 1:30 p.m.
4. A student is considered absent for one-half day if he/she leaves school prior to 2:00 p.m.
5. A student leaving school for an appointment for more than one hour during a one half day period will be considered absent for one half day.
6. Other absences or tardies will be determined by the building principal.

## **ATTENDANCE POLICY**

E = Excused Absence – Absences with an official note produced such as a medically documented illness, medically documented appointment, funeral of a family member, court appearances, school-sponsored activities, or other absences approved by the building principal. There is no limit to the number of Excused Absences a student may accrue in a school year.

V = Verified Absence – Parent provides written or verbal notification to the school of students absence. Students are allowed 6 Verified Absences per school year.

U = Unexcused –

- Any student, who after 6 verified absences, does not have an excused absence.
- Any student who skips any portion of the school day (i.e. Not Excused; Not Verified)

In regard to family trips, you must clear the trip with one of the principals (administrators) at the elementary by email, phone call or in-person. By contacting the principals ahead of time, typically the absences will be excused. We will not excuse the absence if you inform us after you return. It must be before you take the trip.

### **Tardies**

Being on time to school is very important to students. Beginning the day with their classmates and getting the day started with routine is how most kids learn to regulate themselves. **If students are tardy more than 10 times per year, they will stay after school for the amount of time they are late to make up that learning with their teachers.**

### **Absence Procedure**

1. Parents are asked to call the elementary school when a student is absent/tardy. The secretary will contact those parents who have not called the school in the following order:
  - A) Call the Home
  - B) Call the Parent/guardian at Work
  - C) Call the Emergency Number
2. The school secretary will notify the building administrator if a parent cannot be reached or if there is concern for the reason the student is absent or tardy.
3. The building administrator will then apply one or more of the following procedures based on the student's previous attendance history:
  - a) Contact the classroom teacher for any details that may be helpful regarding the student's attendance...and/or
  - b) Call the home to speak with the parent...and/or
  - c) Go to the home to bring the student to school...and/or
  - d) Call the police department and ask that they make a home visit.

### **Call-In Procedure**

For the protection of your children and all K-12 students in this school district, parents are asked to call the school when your child will not attend school. The full cooperation of all parents will be needed to help this procedure succeed and help reduce the chances of a child's disappearance.

Parents or guardians, please do one of the following when your son or daughter is going to be absent from school:

1. Call the *attendance center* of your son or daughter. Voice mail is available during non-office hours.
2. Send a note with another son/daughter or another student.
3. Email the office.
4. When you know your son or daughter will be absent for more than one day, inform the office of the day they will return to class.

Voice mail has been installed on the office telephone line (382-2383). This allows calls to be made and a message left before the office opens at 7:30 a.m. When it is necessary for your child to be absent from classes, please call the office at a convenient time for you, but prior to 8:15 a.m.

If your child should have a communicable disease such as chickenpox, please contact the school. This will enable us to notify other parents to watch for symptoms of this disease.

### **ENTRANCE/ADMISSION REQUIREMENTS FOR KINDERGARTEN**

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15<sup>th</sup> of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

Children attending kindergarten are now considered compulsory attendance age and will follow the compulsory attendance laws.

### **ENTRANCE/ADMISSION REQUIREMENTS FOR PRE-SCHOOL**

Children wishing to enroll in preschool must be at least four (4) years of age on or before September 15<sup>th</sup> of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

Children attending preschool are now considered compulsory attendance age and will follow the compulsory attendance laws.

### **TRANSFERS IN/OUT OF THE DISTRICT**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements.

For students wishing to transfer out of the district the student's parents should notify the administration as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district your child will attend. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

### **SCHOOL CANCELLATION/EARLY DISMISSAL**

The Nevada Community School District uses a notification system called SchoolMessenger. SchoolMessenger is a fully hosted notification platform used to connect parents, students and staff through voice, SMS text, email and social media. Currently, this system is used for building-level, nutrition negative balance, busing and emergency messages. An emergency notification could include, but not limited to, messages about school closings or delays due to inclement weather or other emergency situations that may arise during school hours. Student contact information is collected from parents/guardians during registration and imported into PowerSchool. If your contact information has changed, you will need to contact your building secretary to have this information updated into PowerSchool. While there is no 'list' to sign up for, in order to receive an SMS text - the 'opt-in' process must be completed on each cell phone you would like to receive SMS text messages on.

Please visit the district website to learn more about how to opt in and out of the SchoolMessenger system under the 'Parent' tab.

### **ARRIVING AT SCHOOL (Monday Schedule)**

1. Breakfast will start being served at 9:10 am. Students are not to arrive at school before 9:10 a.m., if possible. If parents need to drop students off between 9:00am - 9:10am, students may come in the office doors and sit in the commons until breakfast is served or it is time to go to classrooms.
2. Unless students are eating breakfast, parents are encouraged to drop their child(ren) off at/after 9:15 am.
3. If students are dropped by parents, please use the drop-off zone on the south side of Central. Parents can pull either to the east or to the west to drop off. Please have consideration for the other parents dropping off by pulling forward as far as you can go and dropping off quickly. Students should not be dropped off in the bus zone on the North side of the building as this poses a safety concern.
4. Students who either walk to school or are dropped off should enter through the gate in the southwest corner of the building. Adults will be at each building entrance to guide and assist children as they enter the school.
5. Students arriving after 9:35 am will need to enter the building at the main entrance.

### **ARRIVING AT SCHOOL (Tuesday-Friday Schedule)**

1. Breakfast will start being served at 7:30 am. Students are not to arrive at school before 7:30 a.m.
2. Unless students are eating breakfast, parents are encouraged to drop their child(ren) off at/after 7:45 am.
3. If students are dropped by parents, please use the drop-off zone on the south side of Central. Parents can pull either to the east or to the west to drop off. Please have consideration for the other parents dropping off by pulling forward as far as you can go and dropping off quickly. Students should not be dropped off in the bus zone on the North side of the building as this poses a safety concern.
4. Students who either walk to school or are dropped off should enter through the gate in the southwest corner of the building. Adults will be at each building entrance to guide and assist children as they enter the school.
5. Students arriving after 8:10 am will need to enter the building at the main entrance.

### **PARENT PICK UP ZONE**

All cars coming to Central will enter from the south off of H Avenue. We will wind you through the parking lot as you wait in your car to pick up/drop off your child at the main entrance. Please remain in your car as you will need to continually pull ahead to keep the line moving. School staff will bring your child to your car.

#### **East Bound:**

If you would like to exit to the east (on to 10<sup>th</sup> St.), you will take a hard right as soon as you enter the parking lot and wind through the east side of the parking lot.

#### **West Bound:**

If you would like to exit to the west (on to 9<sup>th</sup> St.), you will take a hard left as soon as you enter the parking lot and wind through the west side of the parking lot.

When you get to the loading zone from either direction, we will load your son/daughter into the car so you can proceed to your chosen exit. Please make sure the backseat on the “school side” of the car is empty for easy loading. **We want to keep our kids as safe as possible!**

### **RELEASE DURING SCHOOL HOURS**

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school

day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, time with a mentor and other reasons approved by the administration.

## **NOTES AND BUS PASSES**

If your child is to go someplace other than where he/she usually goes or is supposed to be picked up by someone other than you, we **MUST** have a note or be contacted by the parent. The child will be sent to the usual location, if we cannot reach anyone to verify the change.

Parents will pick a primary bus stop for their student(s) for going home after school. This will be the stop that the student will be going to **everyday**.

For example, if the student goes home three days a week and to a babysitter two days a week, the student's home bus stop would be the primary bus stop. The parent is responsible for sending a note for a bus pass for the other two days in the week.

Notes need to be written by the parent and the student is responsible to give it to the building office secretary. The parent may call the office (by 2:50 p.m.) with the needed change, or for an unscheduled change during the day. Please do all your communication with the office and not through the driver. This is for your student's safety. If there is ANY change from the student's primary bus stop they will need a bus pass. Our bus drivers and sub-bus drivers are not expected to know when a student is doing something different. It is the parent's/ guardian's responsibility to send a note to school with the student or contact the school if there is a need for a bus pass to be issued.

Parents/guardians may send a note requesting that their child get off their assigned bus at a different stop on the same bus route. The student is responsible for taking the note from his/her parent/guardian to the office to obtain a bus pass. Please try to finalize these plans before your child comes to school. Your student's safety depends on him/her knowing where to go and what to do after school. Students who go to the same place everyday after school are rarely "lost".

## **CHANGE OF PLANS**

We know that emergencies occur that cause family plans to change. We also know that when plans change, children get very confused. Therefore we ask that unless it is an emergency please do not call and change your child's after-school plans in the middle of the day. Oftentimes, when parents plan one thing in the morning with their child and call to change that mid-day, the child becomes confused which becomes a potential safety risk to your child. We will do our best to get messages to your child.

## **SCHOOL BUS POLICY**

Please refer to the *Handbook for School Transportation* that was provided to you at the beginning of the school year.

## **COMMUNICATION**

During the year, your child may bring home messages in a variety of forms. It is important that you read these messages in order to be informed about school activities. Most of the communications, however, will be sent to the parent's email. Please make sure that your correct email is listed in PowerSchool.

## **SCHOOL VISITS - LUNCH**

Parents are welcomed to visit school with prior approval of the teacher. If parents are staying for lunch, please call the elementary office prior to 8:15 am. When parents show up for lunch and do not notify us that they will be eating, we can run short of food for our last rotation of students who are our 3<sup>rd</sup> and 4<sup>th</sup> graders.

## **EVACUATION PROCEDURE: STUDENTS WITH SPECIAL NEEDS**

Students who have special needs may have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan. A copy of the individualized evacuation plan will be kept on file in the student's cumulative record. Parents are to notify the school of special considerations for their child in regard to fire and tornado evacuations.

## **FIRE, TORNADO AND ALICE DRILLS**

Fire and tornado drills will be held throughout the school year. State law requires four drills of each type annually. Teachers will discuss with students the procedures to be followed. Safety instructions may be given at any time during the drill. We will also conduct two ALICE Drills each year. During an ALICE Drill, students and staff will practice evacuation to the Methodist Church.

## **STUDENT CONDUCT**

Regardless of whether your child is in the classroom, hallway, lunchroom, playground or on the bus we operate under three

Guidelines for Success - BE SAFE, BE RESPECTFUL, DO YOUR BEST

We feel all of the rules for school and for daily living fit under these three principles. It is important for our children to practice courtesy, to develop respect for themselves and others, and to assume responsibility for their own behavior. We are helping the children learn how to apply these guidelines, and they need your support as they practice these at home and at school.

We are a *Capturing Kids' Hearts*® school and work hard to establish positive relationships with students and promote positive relationships among students as well. Students will also be taught conflict resolution strategies to use. When a student's choice of behavior is inconsistent with our expectations, one or more of the following consequences may be implemented:

1. Playground isolation.
2. Removal of special privileges.
3. The student may write an affirmation.
4. Community service within the school.
5. Telephone call to the parent(s).
6. A parent/student/supervisor/administrator conference may take place.
7. Referrals may be made for evaluation of behavior disorders.

The word "bullying" is used frequently to describe student altercations. However, most student interactions do not usually fall within the bullying guidelines. Most issues between students represent typical "kid" behavior and provide an opportunity to teach conflict resolution (how to handle disagreements), problem solving and character development. True bullying is absolutely prohibited and will not be tolerated. The definition of bullying and harassment is: 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 a student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

If your child has encountered the type of behavior described above, please notify the building principal or assistant principal immediately so appropriate action can be taken. If the situation rises to the level of an investigation needing to be done, please obtain the reporting form from the Elementary Office, fill it out and return it to the Elementary Office.

*Students receiving a suspension will not be allowed to participate in or attend any school activities, events, games, or practices until they have served their suspension and returned back to their regularly scheduled classes.*

Any disciplinary action taken at school shall be in accordance with the policies of the Nevada Community School District. These policies can be found at every school office and at the public library. Every effort will be made to enlist parental support in promoting a positive school environment.



## **INTERVIEWS BY OUTSIDE AGENCY**

As a general rule, students may not be interviewed by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interview a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. For interviews other than by a child abuse investigator, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

## **CARE OF SCHOOL PROPERTY**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district.

## **FIELD TRIPS/SITE VISITS**

Parental permission will be needed before students can attend an out of town field trip. Parents will be asked to sign an electronic permission form at the beginning of the year that will cover all field trips/site visits to be taken during the year. However, parents will be given advance notice of any field trip/site visit and may choose to opt their student out by providing a written note to the school prior to the scheduled trip. We view our field trips/site visits as extensions of the classroom and opportunities for our students to learn new information and/or skills. Participating in our field trips and site visits is a privilege, therefore students may be denied participation in our field trips/site visits if their behavior is not appropriate or their presence presents a safety risk to other students. There may be other occasions as well when a teacher may decide that it would not be appropriate for a child to join his/her class on a field trip or site visit.

## **SCHOOL TELEPHONE**

Students will **not** be called from class to answer the telephone except in the case of an emergency. Messages will be delivered by phone or by a note being placed in the teacher's mailbox.

**Arrangements should be made before school regarding plans after school.** Please do not call to remind your child of plans that have already been finalized. We will do our best to get messages phoned in at the very end of the day to your child.

## **LOST AND FOUND**

Articles that are found should be placed in our Lost and Found in the Commons. If you have lost something, please check the Lost and Found area. Articles not claimed will be used by the school

nurses or given to a charitable organization. Please place your child's name on clothing and other items that are brought to school such as footballs, basketballs, etc.

### **DISTRIBUTION/POSTING OF MATERIALS**

All information to be distributed to students or posted for students to see must be first submitted to the office for approval. If approved, it is the responsibility of the provider to have items copied and counted so they are ready for distribution/posting. Birthday parties or other types of invitations should not be sent or passed out at the school even if the whole class is invited. In addition, sending your child deliveries such as balloons, flowers, etc. to school is discouraged and please note, these items are not allowed on the school bus.

### **PERSONAL TOYS/CELL PHONES/APPLE WATCHES**

Hand-held devices/video games, remote-controlled cars and other personal toys should remain at home and not be brought to school. Cell phones are to remain in backpacks or lockers during the school day. Cell phones should not be used during the school day without teacher/administrator permission.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are:

- banned from use for any purpose in locker rooms and restrooms at ALL times
- should not be used to take pictures or video of a staff member or student without permission
- prohibited to record performances/activities which contain copyrighted material

Violations may face district and/or legal consequences.

### **ANIMALS/PETS**

Teacher permission is necessary before pets can be brought into the classroom. The teacher will need to determine prior to the visit whether any child is allergic to the animal requested for the visit. The pet needs to be taken back home following the visit.

### **MONEY**

It is recommended that students NOT bring money to school. If there is a need, please give the money to the teacher for safekeeping.

### **INTERNET USE** (Policy 609.6)

Internet Use (policy 609.6) The use of the internet is a privilege and not a right. Student use is for educational purposes only. Students who abuse this privilege will be denied access to the school's

internet as stated in the district policy. Each student and his/her parents agree each year to abide by the AUP. If they wish for their child to not have access to the internet, the parent needs to supply the Principal with a written letter stating such each school year.

### **STUDENT DRESS/APPEARANCE**

Parents may use their own judgment concerning mode of dress as long as their child's appearance does not disrupt the orderly functioning of the school. Footwear is required and vulgarity in print will not be tolerated. Clothing advertising alcohol, illegal drugs, or not appropriately covering a child's body may not be worn. Students are not to wear caps in the building.

Any students wearing inappropriate clothing may be asked to change, turn inside out or entirely remove, if possible, the inappropriate article of clothing. If this is not possible, or a student refuses to do so, the student's parents will be contacted and asked to pick their child up from school for the remainder of the day.

### **AEA SERVICES**

The Nevada Community School District is a part of the Heartland Education Agency Area 11 based in Johnston. We have access to the following AEA representatives: Speech-Language Pathologist, Audiologist, Teacher of the Deaf/Hard of Hearing, Audiometrist, Early Childhood Consultant, School Psychologist, Special Education Consultant, Occupational Therapist, Physical Therapist, and Social Worker.

Teachers and/or parents may refer students to the AEA staff for assistance. There is no charge to parents for services from the AEA. The AEA also provides services in the areas of videos, books, production services and professional development for staff.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

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

If you have questions about this state law, please contact Steve Gray, Superintendent of Schools. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate)

## **Board Policy Items**

### **WEAPONS AND DANGEROUS OBJECT** (Policy 502.6)

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individual shall confer to consider the student’s status including age, grade, and special needs and the circumstances under which the student brought a weapon to school, including the student’s knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school. Students shall not possess toy weapons or “look alike” weapons at school. Violation of this policy shall result in confiscation of the “weapon” and disciplinary action, which may include detention or suspension.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays an object in such a manner as reasonably to place another person in fear for his or his safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

### **TOBACCO-ALCOHOL-DRUGS** (Policy 502.7)

The use or possession of tobacco, and the use, possession or distribution or being under the influence of alcohol, other controlled substances or “look-a-like” substances that appear to be tobacco, alcohol or controlled substances by students on school property, or at school sponsored events or activities, regardless of whether they are being held on school property, is strictly forbidden. Violation of this rule will result in disciplinary action, which may include detention, suspension and/or a recommendation for expulsion. Such violations may also be reported to local law enforcement authorities.

### **SEARCH AND SEIZURE** (Policy 502.8)

The Board of Education holds all school property in public trust. Without a search warrant, school authorities may search a student, student lockers, desks, or work areas or under the circumstances as outlined in Board Policy, to maintain order and discipline in the schools, to promote the educational environment and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials that cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

### **ASBESTOS** (Policy 804.4)

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office.

The Management Plan containing past, present and future asbestos activity is located at the District Administrative Office at 825 15<sup>th</sup> Street in Nevada, Iowa. People wishing to review this plan may contact Dave Kroese at the School Transportation Facility, 157 11<sup>th</sup> Street in Nevada, Iowa (382-4067).

The asbestos activity consists of the following: AHERA periodic inspection on October 15, 1999; AHERA periodic inspection on April 13, 2000. Removal of the asbestos containing acoustic plaster debris and the clean up in the corridor 1 and 3 in the 1962 High School Building was completed July 24, 2000.

### **DISTRIBUTION OF MATERIALS** (Policy 903.5)

The Board recognizes that students, employees, parents, or citizens may want to distribute materials within the District that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

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

### **EQUAL EDUCATIONAL OPPORTUNITY / DISCRIMINATION (Policy 102)**

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District Equity Coordinator, 825 15th Street, Nevada, IA, 515-382-2783.

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

Title IX Coordinator	Kody Asmus, Director of School Improvement & Innovation
504 Coordinator	Steve Gray, Superintendent
Equity Coordinator	Kody Asmus, Director of School Improvement & Innovation

## **CONTINUOUS NOTICE OF NONDISCRIMINATION (102.E2)**

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District Equity Coordinator, 825 15th Street, Nevada, IA, 515-382-2783.

### **102.R1 – Grievance Procedure**

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Kody Asmus, 825 15th Street, Nevada, IA (515) 382-2783, [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org)

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

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

### **Filing a Complaint**

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

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the

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

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

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

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

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

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

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

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

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

## **NONDISCRIMINATION GRIEVANCE PROCEDURE (102.2)**

Students, parents of students, employees, and applicants for employment and other individuals shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### **Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant)**

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, age, veteran status, marital status, religion, color, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, age, veteran status, marital status, religion, color, sexual orientation, gender identity or disability with the personnel contact person should discuss it with the personnel contact person.

A student, or a parent of a student, or other individual with a complaint of discrimination based upon their gender, race, national origin, creed, veterans status, marital status, religion, color, sexual orientation, gender identity or disability is encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### **Level Two - Compliance Officer**

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Compliance Officer:

Kody Asmus, School Improvement Director/Consultant 825 15th Street, Nevada, Iowa

(515) 382-2783 8:00 a.m. - 4:30 p.m. Monday through Friday

### **Level Three - Superintendent/Administrator**



If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent within five (5) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal.

A complaint regarding the identification, evaluation, classification, or educational program of an educationally-handicapped student shall be governed by a separate due process procedure, which includes the right to an impartial hearing.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U. S. Department of Education Office for Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### **Level Four - Appeal to Board**

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

#### **CHILD ABUSE REPORTING** (Policy 402.2)

The Board of Education believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints.

If the designated investigator determines the complaint is founded, the designated investigator shall conduct and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

	<u>Phone #</u>	
Chris deNeui	382-2383	Level 1 Investigator
Emily Kruse	382-2383	Alternate Investigator
Travis Temple	382-2383	Alternate Investigator

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's participation in school programs or activities; submission to or rejection of the conduct is used as the basis for decisions affecting that student; or the conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

#### **ANTI-HARASSMENT/BULLYING** (Policy 104, 104.E1, 104.E2, 104.E3, 104R1)

Bullying, harassment and abuse are violations of the 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. All students have a right to attend school without being bullied, put down, or made to feel inferior.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to "STOP".  
Inform a school employee of the situation.
2. If the harassment does not stop or the student does not feel comfortable  
Confronting the harasser, the student/parent should:
  - a. Tell a teacher, counselor or principal.
  - b. Complete an Anti-Harassment/Bullying form.

Parents/Students will be asked to complete an anti-harassment/bullying form as a record of the incident. On the first reported incident, the individual will meet with the principal or counselor. If the action does not stop, further action will be taken including, but not limited to: parent meeting, restrictions, suspensions, and contact with law enforcement. (The Harassment/Bullying form is included in this handbook.)

## **MULTICULTURAL, GENDER FAIR STATEMENT**

It shall be the policy of the Nevada Community School District to afford equal opportunity and not discriminate against persons regardless of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multi-cultural, gender fair curriculum and teaching strategy is to reduce stereotyping and eliminate bias on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

Nevada MCGF Education Director, Kody Asmus, Director of School Improvement & Innovation, Nevada CSD 825 15th Street, Nevada, Iowa 50201 (515) 382-2783

## **TOBACCO-FREE ENVIRONMENT**

Nevada Community School District facilities and grounds, including school vehicles, are off limits for tobacco. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored events, wherever held, and non-school sponsored events on District facilities and grounds. Persons failing to abide by this request are required to remove their tobacco material or leave the District premises immediately. It is the responsibility of the administration to enforce this policy.

## **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

## **DIRECTORY INFORMATION**(Policy 506.2)

The following information listed below may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make an objection in writing to the principal or other person in charge of the school which the student is attending.

Name, address, telephone listing, date & 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, the most recent previous school or institution attended by the  
Student, student photos and student email addresses.

## **FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974** **(PL93-380): FERPA** (Policy 506.2)

Federal Family Education Rights and Privacy Act (FERPA): This federal law protects the privacy of student education records and provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, or inappropriate. FERPA rights are annually published in the district newsletter at the beginning of the school year.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973** (Policy 102.E4)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligation under Section 504, the Nevada Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Nevada Community School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Section 504/ADA Coordinator for the Nevada Community School District at (515) 382-2783 or (515) 382-2383.

## **HOMELESS CHILDREN AND YOUTH** (Policy 502.16)

The District will make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the superintendent or his/her designee.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: Students transferring into the District may provide cumulative records directly to the District. The District will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student;
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school

The District will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent or the superintendent's designee.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent or the superintendent's designee. If the District is unable to determine the grade level of the student because of missing or incomplete records, the District will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent or the superintendent's designee.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the District. Services include, but will not be limited to, special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs. The contents of this policy will supersede any and all conflicting provisions in Board policies dealing with the seven policy areas discussed above.