

Coon Rapids - Bayard Community School District

Deal Elementary PK-3rd
Intermediate 4 - 6th



2011-2012
Student & Family
Handbook

**ROBERT DEAL (999-2845) / INTERMEDIATE (999-2209)
SCHOOL DIRECTORY**

ANNETTE NEESEarly Childhood Program
 CONNIE STRASSER Kindergarten
 CONNIE GYMER Kindergarten
 KAREN MOHR..... Grade 1
 NANCY DUNCAN..... Grade 2
 MARIJEAN COFFMAN..... Grade 2
 SHANNON HEISTERKAMP..... Grade 3
 CONNIE ANKENBAUER (Grade 3 – reading/math)
 DENISE ERNST..... Grade 4
 DARLA DAVIS..... Grade 4
 JEANNE LEMKE..... Grade 5/6
 LISA WADDLE..... Grade 5/6
 CORY MEYER..... Grade 5/6
 DIANE ROYER Grade 6,7,8 Math
 LAUREL HALSTEAD..... K-6 Art
 RACHEL GUNDERSON 2-3 ELP
 DEB KULT..... K-6 Vocal Music
 LORI BLUML 5-8 Instrum. Music
 DEAN LAMP Instrumental Music
 CORY BEHRENS K-3 Special Education
 PAUL LYNCH K-6 Guidance Counselor
 KATIE GRAVERT..... Elem. Physical Education
 MARGE SCHWENK(4-6) Extended Learning Program
 ANDREA GACH..... (4-5) SpEd/Resource Room
 JANELL MEINERS..... (5-7) SpEd/Resource Room
 CONNIE ANKENBAUER..... K-3 Reading Specialist/ ESL-Title Program Coordinator
 RACHEL GUNDERSONDeal Title Math, K-6 Librarian
 RICK GELHAUS 6th Social Studies Elem. Tech.
 RENA SHAW Crusader Website / Student Data Info. Systems
 LINDA LONG 4-12 Media-Library Associate
 JANET TAPIARobert Deal Elementary Secretary
 RENA SHAW Intermediate School Secretary
 DONNA SIGLER, TONYA HALTERMAN, CONNIE GRIM, DEB CARTER
 TROY LEBECK (Food Service Director)..... PreK – 12 Kitchen Staff
 KATHY McALISTER, JOHN KULT, PAT OLIVER PreK-12 Custodians / Maintenance
 VICKI GARNES, SHIRLEY SMITH, ELIZABETH REILING.....Part-time Custodians VICKI
 GARNES, AMBER JAMES, ANGIE CORSON, STACY HENSON, SHIRLEY SMITH, ANNA MADSEN,
 TERESA GELHAUS (Head Start Assistant).....Para-Educators
 JOLENE PETERS..... School Nurse/ Office Aide STEVE KULT,
 WILSON THOMAS , SANDIE CADY, CLIFF JENSEN, Bus Drivers

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COON RAPIDS-BAYARD ELEMENTARY STUDENT AND FAMILY HANDBOOK

BOARD APPROVAL AND SUPPORT OF STUDENT HANDBOOK

This Student and Family Handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect during the school year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

The school board reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it.

This Handbook has been adopted as recommended by the Coon Rapids-Bayard Board of Directors and provides their full support and backing in the administration of said policies and guidelines. Anything not specifically addressed in this handbook shall be handled by the judgment and discretion of the principal or superintendent.

Students or parents with questions or concerns may contact the school office at Deal Elementary or the Intermediate School for information about the current enforcement of the policies, rules or regulations of the school district.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all person, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

Code No. 509

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents, the legal guardian or custodian of a student. Students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Coon Rapids-Bayard Community School District, Coon Rapids, Iowa, 50058-0297; or by telephoning (712) 999-2207.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

MULTICULTURAL/GENDER FAIR EDUCATION Code 602.1.1

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provides equal opportunity for both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing Coon Rapids-Bayard Community School District, P.O. Box 297, Coon Rapids, Iowa, 50058, or telephoning the Jr.-Sr. High School at 712.999.2208.

RIGHT TO KNOW

Pursuant to the requirements of the Community Right to Know and Workers Right to Know Law, a reference manual on all chemicals used in the CR-B CSD is available for review in the district's administrative office.

COON RAPIDS-BAYARD ELEMENTARY SCHOOL PHILOSOPHY

The Coon Rapids-Bayard Elementary School believes that all children are endowed with an intellect by which they can assimilate knowledge and seek truth and understanding, and that all children have emotional natures through which they can be motivated to high personal, social, and academic ideals.

We believe that all students must learn in order to live and work successfully in the twenty-first century.

As elementary educators we must build into children a belief in themselves, in achievement, and develop within them their sense of belonging. We recognize that each child comes to us with a unique background, and as we plan and develop our educational programs we must accommodate for this diversity.

We further believe in an elementary education program that:

- ... is developmentally appropriate, a program that considers age appropriate programming for psychological, emotional, academic, and social needs.

- ... promotes success for all children.

- ... envisions learning as an integrated process.

- ... assists children in developing a positive self-image.

- ... works with children to increase their capability for self-discipline.

- ... encourages parent and community involvement in the education of its young children.

The Coon Rapids - Bayard Elementary School staff, in concert with the Board of Directors, is charged with implementation of this philosophy.

COON RAPIDS-BAYARD CSD MISSION STATEMENT

WE INSPIRE AND DEVELOP ALL STUDENTS TO BE RESPONSIBLE, LIFE-LONG LEARNERS.

COON RAPIDS-BAYARD CSD VISION STATEMENT

CR-B FOSTERS INDIVIDUALS WHO ARE CONNECTED TO THEIR COMMUNITIES, CONFIDENT IN THEMSELVES, EXCITED ABOUT LIVING, LEARNING AND CONTRIBUTING TO OUR WORLD.

DEAL ELEMENTARY/ INTERMEDIATE SCHOOL MISSION STATEMENT

The staff of the Coon Rapids-Bayard Elementary School will work together to assure that all Pre-K - 6 students achieve their highest potential as learners and citizens.

these supervisory times. If children consistently arrive prior to 7:55 a.m. (or **7:45** a.m. for breakfast), a note will be sent home. Students who need special help or wish to come earlier to study for something special may make arrangements with their teachers.

ROUTE BUS DEPARTURE/ARRIVAL TIMES- A.M. Students riding route buses will be able to be dropped off at either the Interm./Jr. Sr. High School or at Deal Elementary. Departure time at the Bayard Library is 7:45 a.m. Departure time at the Jr. Sr. High School in a.m. for Deal Elem. will be 7:55. Departure time at Deal Elementary in a.m. for Interm./Jr. Sr. High School will be 7:55 as well.

SCHOOL DISMISSAL SCHEDULE- P.M. Bus students will be dismissed at Deal at 3:10. Deal Town students at 3:15. All buses will leave from Deal at 3:15 and arrive at Interm./Jr. Sr. High at 3:20. Intermediate School bus students will be dismissed at 3:20. Intermediate town students will be dismissed at 3:20 as well. Buses will depart from Interm./Jr. Sr. High at approximately 3:30 and start their bus routes immediately. ***Jr. Sr. High school dismissal for all students will also be at 3:20. Extra caution will be needed at dismissal time due to high school students leaving the parking lot as the buses arrive.*** If school is dismissed early, students are expected to leave the school grounds within 20 minutes of dismissal. Supervision of students ends at 3:30 p.m. on regular school days.

Professional Staff Development Early-Dismissal Schedule- P.M.

WEDNESDAY early-outs (TWICE A MONTH) : Deal Elem. Dismissal- 1:10

Intermediate School Dismissal- 1:20

There IS A SCHOOL CALENDAR INCLUDED IN THE BACK PAGE OF THIS HANDBOOK!!!

ATTENDANCE

Students who are enrolled for classes in the Coon Rapids-Bayard Schools are expected to be in school for the full school day and are expected to be punctual in their arrival for school and all classes. Students should not expect to be absent any more than is absolutely necessary. Irregular attendance interferes with the progress of those students who are regular and prompt in attendance as teachers find themselves taking class time to repeat information and class work for those students who have been absent.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the Deal office at 712.999.2845 or the Intermediate office at 712.999.2209 on the day of the absence prior to 8:45 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, medical appointment, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parent(s)/guardian. Students are to stop in the office to sign out when leaving for an appointment during the school day. In the interest of our students' safety, parent/guardians are requested to report directly to the office when picking their child up rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, he/she is to stop in the office and sign in. This procedure is needed for attendance purposes.

Students arriving after 9:20 a.m. or leaving before 2:20 p.m. will be marked absent for one half day. Each child is required to attend school for at least 148 days per year - 37 days per quarter.

NOTE: By Iowa law, to attend school, Kindergarten students must be 5 years of age and first grade students must be 6 years old by Sept. 15 of the school year.

TARDINESS

Being to class on time is a part of student responsibility. Students are expected to be on time daily if they are to receive maximum learning. Each classroom teacher is encouraged to have a set policy for determining student tardiness and to have procedures to be used when students are late to class.

PERFECT ATTENDANCE CERTIFICATES

Perfect attendance certificates will be presented at the end of each quarter to those students who have had NO absences or were tardy during that grading period.

REGULARLY SCHEDULED EARLY-DISMISSAL TIMES/STAFF DEVELOPMENT

The school board has approved two hour early-dismissal days for **TWICE A MONTH** for Professional Staff Development (PD) and in-service training for the 2009-2010 school year. These scheduled early-dismissals will be at 1:10/1:20 on the FIRST and THIRD WEDNESDAY of each month during the school year (Sept. 7/21, Oct. 5/17 (no school on 17th), Nov. 2/16, Dec. 7, Jan. 2 (full day of PD), Jan. 18, Feb. 1 (full day of PD), Feb. 15, March 7/21, April 4/18, and May 2). On these Wed. early-dismissal days, students will be dismissed at Deal Elem. at 1:10 and at the Intermediate School at 1:20. Staff will be in professional development meetings from 1:45 - 3:50 on these early-dismissal days.

SCHOOL CANCELLATION, DELAYED START AND EARLY DISMISSAL ANNOUNCEMENT

Coon Rapids-Bayard buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment that is possible with the information available will be used.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent or designee. The superintendent will be assisted by the director of transportation and the actual "on location" decisions and reports of the drivers. No driver will be required to operate a bus when, in the driver's opinion, it is unsafe to do so.

When there is inclement weather and school is either called off or dismissed early, the announcement will be carried on the following stations:

KCIM- AM 1380, KKRL - 93.7 in Carroll,
KDLS- AM 1310, KDLM - 105.5 in Perry,
KRNT-Q102- FM and WHO- AM 1040 AM, KLYF in Des Moines,
KGRA- AM in Jefferson and Coon Rapids Cable TV (Channel 3).

If there is any indication of bad weather, the best procedure to follow is to listen to your radio or TV. There will be an attempt to make the school closing announcements as early as possible but no later than 7:00 a.m. The missed day may have to be made up at a later date.

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

NEWS RELEASE ---

“IOWA SCHOOL ALERTS” NOTIFICATION: All parents and families may sign-up for the IOWA SCHOOL ALERTs (via email or text) by logging on and signing up at <https://schoolalerts.iowa.gov>. We will have information and sign-up information at REGISTRATION DAY (Wed., Aug. 10th). Email messages will be sent to those families who register; enabling everyone on Iowa School Alerts to receive immediate special announcements concerning activities, special events, and weather-related announcements.

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

SAFE SCHOOLS/EMERGENCY PLAN

Due to recent school violence in our nation, and with some isolated but serious incidents right here in the CR-B school district, a group of administrators, teachers, support staff, law enforcement officials, parents and community members formed a committee in 2001 - 2002 to evaluate our Emergency Response and Management Plans, at both the district and building levels.

Our Crisis Management Planning Committee will be meeting periodically to evaluate, revised, review and possibly update our Emergency Response Plans. The current plan covers the proper protocol in the following areas: disaster drills, hostile parent or employee, assault, bomb threat, bus accident, chemical spill, death, fighting, hostage situation, intruder, kidnapping, etc. Emergency Response Team training is scheduled in August of each school year.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, earthquake, lockdown, and disaster drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

We are required to have two fire and two tornado drills each semester. The fire signal is a CONTINUOUS sounding of the alarm system. The Tornado Signal or Severe Weather Drill will be done over the intercom system. When the warning is sounded, students should proceed to the designated areas. We will also continue to coordinate "lockdown" procedures as well.

Teachers should lead their students to the area of shelter and remain with them, keeping them calm. Each student should be accounted for during and after a disaster. The administration and secretaries will check all rest rooms and make certain all students have cleared the area. Custodians will be available to shut off all main electrical and gas service.

HEALTH INFORMATION

EMERGENCY INFORMATION FORMS

At our August 10th Registration Day (7:00 am – 7:00 p.m), Student Health and Emergency Information forms will be available and need to be checked for accuracy of information and updated by the parent(s) of each student if necessary. This form has valuable information for the school in case of an emergency. The form includes parents' place of employment, telephone numbers and the family doctor and will also bring each child's health records up to date. The emergency form also includes a statement that gives the school district permission to release the student to an alternate person in the event the parents cannot be reached. **It is the parent's responsibility to complete this form, take care of getting the form(s) to school on the first day of school and notify the school office if the information on the emergency form changes during the school year. It is essential that office staff have updated correct emergency information. You will also receive your families Infinite Campus (student data management system) code/password for assessing daily attendance, assignment, and grading information.**

COMMUNICABLE DISEASE

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infection or disease that can be spread from person to person (examples are: mumps, measles, chicken pox). Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of communicability. When the administration has knowledge of the presence of certain communicable diseases, the State Department of Health will be notified. In order to prevent the spread of communicable diseases, parents should use their good judgment to decide when to keep sick children home from school. A school nurse may also request a doctor's permit for admittance after certain communicable diseases.

HEALTH SCREENINGS

Vision, color vision, hearing and height and weight screenings are done at school in the appropriate grades and upon teacher referral. Parents are notified only if results are not within normal limits and indicate the need for further follow up. Parents must notify the school if they do not wish their child to participate in a screening.

HAWK-I Insurance for Children

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

IMMUNIZATIONS

Iowa State Law requires that all students attending school in Iowa be protected by immunizations against certain diseases. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to have a TB test prior to attending school.

Prior to starting school or when transferring into the school district, students must present an approved immunization certificate signed by a health care provider stating that the student has received all of the immunizations required by Iowa State Law. Students without the proper certificate are not allowed to attend school. If your child has begun immunizations but has not yet received all of the required immunizations he or she may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment your child must have received at least one dose of **each** of the required immunizations, and you must make arrangements with the school to obtain a Provisional Certificate. This provisional certificate will expire in 120 days, so you must have your child completely immunized during this time or he or she will not be permitted to attend school until the immunizations have been completed. Parents who have questions should contact the school office.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. School Board Policy recommends that all students entering preschool or kindergarten have a physical exam before the first day of school. A copy of the physical exam report should be returned to the school on the first day of school. A school nurse may also request a doctor's permit for admittance after certain communicable diseases.

GENERAL HEALTH POLICIES

Cleanliness should be the concern of the parents and students. Before sending children to school, parents should be certain that the children are clean and appropriately dressed.

Fresh air and large muscle exercise are important for a child's development and success at school. For that reason, a note from the parents is required if it should be absolutely necessary for a child to stay in the building during recess. A doctor's excuse may also be requested.

In order to prevent the spread of communicable diseases, parents should use their good judgment to decide when to keep sick children home from school. **Please notify the school office by 8:45 AM if your child will be absent from school.**

SCHOOL NURSE

Our school nurse has responsibilities at Deal, the Intermediate School, and at the Jr. Sr. High School. Mrs. Peter's 4-day a week schedule (*not available on Friday's*) will be determined in August. School nurse hours will be posted on the office door and available from any classroom instructor. Should you need to see a nurse other than at a scheduled time, notify your classroom teacher or the building secretary and arrangements will be made. The school nurse would be pleased to assist you with your health related concerns.

The school nurse's office is located in the main office area. In the event of illness or injury, students should report to the office, nurse, or an instructor for assistance. The nurse's office and first aid supply cabinet are off limits to anyone except those authorized to use them.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who is injured at school must notify his or her teacher or another employee as soon as possible. The student will then be referred to the school nurse for evaluation. While the school district is not responsible for treating medical emergencies, the school nurse or other employees may administer minor first aid. Parents will be notified about first aid care given if follow up treatment or evaluation is necessary. In the event of a severe injury, the school will contact emergency medical personnel to transport the student to the nearest emergency medical facility for treatment at the parent's expense. The school will attempt to notify the parents as soon as possible if a student has been transported for emergency treatment.

Students who become ill at school are to notify their teacher, who will send them to the school nurse for evaluation. If the student is deemed too ill to remain in school, the student will be released to the student's parents or to the contact person listed on the student emergency form. If a student's parents or the contact person cannot be reached, the student may be retained in the nurse's office for a period of time until the parents or the contact person can be reached. It is the parent's responsibility to keep their students emergency form up to date.

MEDICATIONS

Some medication regimens necessitate the administration of prescription or non-prescription medication during school hours. In order to be administered at school, a medication must be in its original, labeled container and must be accompanied by a signed, dated note from the parent or guardian. The note must state the student's name and must list the name, dosage, administration time and administration method of the medication. Any medication that does not meet these requirements will not be administered.

If a student brings medication to school, he or she should inform the teacher immediately. All medication is stored in a secure area and is distributed by trained personnel. Refrigeration will be available if necessary. It is the parent's responsibility to ensure safe delivery of any medication to and from the school.

Students are not to carry or to use prescription or non-prescription drugs without the express permission of the parents, the school nurse and the principal. At parent request, self-managed administration of some medications (for example: asthma inhalers, epinephrine, insulin) may be possible. Such requests will be evaluated on an individual basis by the school nurse.

Included in the Emergency Information forms collected each year is a parent permission statement allowing the school nurse or trained school staff to administer Tylenol, ibuprofen or topical skin ointments to your child for minor illnesses or injuries. Parents may choose whether or not to issue this permission. If an emergency form has not been returned, no medications may be administered.

IOWA HEALTHY KIDS' ACT: RECESS /PHYSICAL ACTIVITY

In accordance with the IA. HEALTHY KIDS' ACT law, Iowa schools have to document how their students at the elementary level receive 30 minutes of daily physical activity. Through am, noon, and pm recesses, classroom activities, and Physical Education/Music times our school should be able to meet the activity requirements for all our students. However, "outside of the school day" extra-curricular –sports, and leisure activities can be used as well. With that in mind, the school district may distribute very brief, monthly surveys to families to determine the amount of physical activity that each child is receiving outside of the school day as well.

Students are expected to go outside for recess when/if at all possible. Our staff and students are expected to go outside for recess as long as the temperature / wind chill stays above 0 degrees. Student dress should be appropriate for the weather. Students may be outside for 5, 10, to 20 minutes. Being overdressed is better than underdressed... hats, gloves/mittens, and boots are necessary in cold weather.

Please do not request that your child stay in for recess, unless there is a special health concern or an excellent reason your child must remain indoors. It is necessary for parents to send a note stating this concern or detailed excuse. In addition, a note from a doctor may be requested.

PERSONAL ITEMS: The staff is requesting that parents do not allow their children to bring personal items to school such as expensive toys, sports cards, stuffed animals, radios, cell phones, ipods-electronic games, etc. Conflict is often the result of having personal items at school. Also, items brought by children are frequently broken, lost or possibly stolen. Children in the lower grades may of course bring personal items for show-and-tell. Bus drivers also do not allow them out and on buses unless they have permission to contact a parent/family member.

Cell phones , if brought to school, should remain in locker or with teachers.

ATTENDING SCHOOL ACTIVITIES

All students who attend any school activity are expected to conduct themselves in a responsible manner. At indoor school events, students should remain seated except for times when it is permissible to stand or leave your seat (half-time, intermission, etc.). Students should not attend functions they do not plan to watch.

The Administrative Team and Board of Directors are very concerned about the increasing issues and behaviors of our elementary (and Jr. Hi.) students at home contests (mainly football and basketball games). *We have many young students at our athletic contests unsupervised, running around the track or in the parking lot, rolling down the hills, in our hallways, playing in the bathroom; who are basically not supporting the Crusader Teams and not following home event guidelines!* Parents once again need to be reminded of the school's expectations, and that parents are expected to be responsible for the supervision of their children when attending school activities. It is strongly recommended that an adult supervisor accompany any student below fifth grade.

STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the school office.

ENVIRONMENTAL SAFETY AND ASBESTOS NOTIFICATION

The school board of directors is committed to providing a safe and healthy working environment for district students and employees. To this end, the board is dealing with the issues of fire, asbestos, chemical right-to-know, radon and lead regulations by complying with requirements well ahead of schedule.

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

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

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

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

In the summer of 2003, all required guidelines and procedures for removing floor tile and glue (asbestos) at Deal Elementary were followed. Retiling project was then successfully completed for all the hallways, bathrooms, multipurpose room area, and two of the classrooms at Deal Elementary.

ASSEMBLIES

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

FIELD TRIPS/ACTIVITY TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

All students participating in school activities will ride to and from the activity in school transportation when provided. Students may ride home with their parents with written permission and/or direct parental contact with the activity sponsor. Students must attend an activity unless excused by the sponsor/supervisor. Students excused from a planned activity or activity that takes place during the school day are required to attend school during that time period that school is in session. Students must have the current fall health inventory on file before participating in an activity.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Please contact administrative team for further information on fund-raisers, etc. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact Kent Halstead, CR-B athletic director.

CLASS PARTIES/BIRTHDAYS

Classes shall have three seasonal parties; which are somewhat traditional. Traditional parties are important, yet our staff is very aware of, understands, and respects the cultural differences, backgrounds, and diversity of the students in our classrooms. As a district, we continue to review and evaluate the effectiveness of our multi-cultural, gender-fair policies and grade level activities.

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Treats with little or no sugar are recommended. One idea for your consideration is the donation of a book to the school library in honor of your child's birthday. Invitations to parties out of school which do not include the entire class will not be distributed at school.

Principal birthday lunches will be scheduled once a month for K-3 students. Students will have an opportunity to eat lunch with the principal and also receive a lunch treat.

STUDENT 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.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school or for the school district to request them from a student's previous school. When a new student transfers into the school district, the student's records are requested from the previous school district.

ACCESS TO RECORDS

The Coon Rapids-Bayard Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports. The records of each student are located in the school building which he or she is attending. The person responsible for maintenance of student records is the building principal at each attendance center.

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

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student may enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. In connection with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to 11/19/74.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. In connection with an emergency.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school, from middle school to senior high school and when a student transfers out of the district.

Parents of 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 an 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 of the aforementioned persons responsible for maintaining student records in each building.

USE OF STUDENT RECORDS

The following information may be released to the public in regard to any individual student of the 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 objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OR STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

The parent shall be given fifteen (15) days from date of publication or enrollment to inform the district that any or all of the information with regard to his/her child should not be released without his/her prior consent.

SCHOOL PICTURES

A professional photography company (Life Touch/Noble) is contracted to take student photographs for use in the annual, composite class pictures and for personal use (**Sept. 13**) Parents are notified in advance of the upcoming picture taking opportunity and receive a package of materials outlining various picture package options and their respective cost. ALL TRANSACTIONS ARE BETWEEN THE PARENT AND THE PHOTO COMPANY, not the school. No one is required to purchase any of the pictures.

BIRTH CERTIFICATE

State law requires that proof of each child's date of birth be on file in their cumulative record before the first day of school.

BICYCLES/MOPEDS/SKATEBOARDS/ROLLER BLADES/SCOOTERS

Students who ride their bicycles/mopeds to school must put their bicycles/mopeds in the rack at all times. Bicycles/mopeds must remain in the rack during the school hours. Bike racks are located on school grounds at all three elementary sites. The use of skateboards, roller blades, etc., on school grounds while school is in session is not permitted. It is the policy of our staff to remind and recommend to our students that for safety and health reasons, protective and properly-fitting helmets be worn if possible when riding any of the above mentioned devices.

PLAYGROUND RULES

Appropriate playground behavior will be determined by students and staff at the beginning of the 2011-12 school year. School-wide guidelines and rules will be posted and reviewed with all students and staff in the fall, winter, and spring. Custodians will periodically inspect all playground equipment and report concerns to office personnel.

STUDENT BEHAVIOR AND DISCIPLINE: References - Board Policy No. 502.1, 502.2, No. 502.3, No. 502.3R

Students are expected to conduct themselves well at all times in keeping with their level of maturity and are expected to follow the policies and rules of the Coon Rapids-Bayard Community Schools. Respect for authority vested in school employees, regard for public property, and consideration for the rights and welfare of other students should govern student behavior.

All employees of the district share the responsibility for student behavior and have the authority to carry out reasonable and proper discipline to any student, elementary or secondary, when it is necessary for proper standards of behavior to ensure proper conduct conducive to learning, and for the safety and welfare of students, visitors, or employees.

If a student's unacceptable and/or disruptive behavior becomes repetitive or is such that the student is removed from class, the student and teacher should resolve the situation prior to the next day the class meets. The resolution may necessitate a conference with the principal and/or parent to discuss an acceptable plan for implementation before the student is admitted back to class. Students should expect consequences, including a progressive sequence of consequences for a repetition of behaviors that cause the student's removal from a class, study hall, school, or activities.

For the most part, employees are expected to handle their own discipline problems. However, in those cases where a student is insubordinate, conducts himself/herself in such a manner as to disturb the normal learning process, or participates in an illegal activity, or is destructive of school property, the student is to be referred to the principal for consultation.

Physical Restraint of Students

State Law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to person 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 district must maintain documentation and must provide certain types of notice to the child's parent.

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

OFFICE DISCIPLINE REFERRALS

Disciplinary action taken by school employees is recorded on a discipline referral or report form. A copy will be kept by the employee making the referral report, a copy will be given to the principal for the student's file in the principal's office, and a copy will be given to the guidance counselor. In addition, a copy of the discipline referral form will be sent home for parents to review and sign. The office referral form will need to be signed by a parent/guardian and returned to the school office the next school day.

SCHOOL-WIDE BEHAVIOR PLAN (SBP)

Our staff has been trained and has incorporated Randy Sprick's School-Wide Behavior Management Program since the 2000-01 school year (initially a part of our Success4 Grant). Our staff has attended several professional workshops to help us better address the complex needs of each and every student in our district. Our Character Education activities, "six pillars of character" model, school-wide behavior plan (for the common areas of each school) and Asset-Building programs are just a few examples of how CR-B has addressed school learning environment issues. Maintaining a safe,

welcoming, and violence free school for each and every student continues to be our goal. To reach this critical goal, families, schools, and the community must work together to ensure the social, emotional, intellectual, and behavioral well-being of all children.

Our staff members are aware of our school-wide behavior plans; plans that are very comprehensive and integrated in district-wide (elementary). Our school-wide behavior plans are designed to address the following four primary aspects of the child development process: social, emotional, behavioral, and intellectual. The development of all four aspects is essential for student success. Children today are faced with a multitude of challenges that did not exist ten years ago. Clearly, we need to examine how best to meet those wide-ranging student needs as we strive to meet our overall objective of increasing student achievement scores and student success.

The Pre-K - 6 staff will continue to integrate, assess and evaluate our School-wide Behavior Plans (SBP), classroom management procedures, and character development programs; building on an already solid foundation; while continuing to model, reinforce, and encourage responsible student behavior. The focus will be on creating discipline procedures that are proactive, positive, and consistent.

ANTI-BULLYING/HARASSMENT POLICY Code No. 104

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 students, school employees, and 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, sex, 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 race, color, creed, sex, sexual orientation, 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 up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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 by a school employee 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.

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 superintendent/building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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; and
 - how the harasser or bullying 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; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities

Sexual Abuse and Harassment of Students by Employees

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 investigation to look into the allegations. The school district has designated Rich Stoffers, Supt./Elementary Principal as it's Level I investigator, and Ms. Jolene Peters, School Nurse at 999-2208, as the alternate Level I 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 student, there are times when 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 students 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, requests for sexual favors or other verbal or physical conduct of as sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

VERBAL THREATS

In the interest of insuring that our CR-B Elementary Schools will be a safe place for everyone, threats will be taken seriously. The most important concept that we can teach all our students is that everyone has a role in helping to keep a school safe from violence, verbal or physical. Parents/guardians please read and discuss the following information with your student(s):

1. THE RULES HAVE CHANGED. THREATS ARE NO JOKING MATTER!:

The rules and expectations have changed regarding use of language related to treats of violence. In the past if someone said, "I am going to get a gun and shoot those teachers and students who give me a hard time, " it may have been treated as a joke or an idle threat. Due to violent incidents in schools, statements of this type will now be taken seriously.

2. THE TYPES OF BEHAVIOR THAT WILL BE CONSIDERED THREATENING INCLUDE:

- Stating that you have a weapon or bomb in your possession.
- Stating that you plan to bring a weapon or bomb to school.
- Stating that you plan to cause physical harm to a student or staff member.
- Making a false statement that there is a bomb or other destructive device at school.
- Any written or verbal indication you intend to damage person or property.

3. IN ADDITION TO PARENTAL NOTIFICATION, POSSIBLE OUTCOMES or CONSEQUENCES THAT COULD BE IMPOSED FOR ISSUING A THREAT INCLUDE:

Further investigation by school personnel

Detention

Suspension

Expulsion

Further investigation by law enforcement agencies

Prosecution for:

Disorderly Conduct, Criminal Mischief, Menacing

4. STUDENT RESPONSIBILITY:

All students have a right to feel safe, but they also have a responsibility to contribute to keeping the school safe. Students need to understand and be able to verbalize the following:

- * Report any knowledge of possession of weapons, or a person's plans to engage in actions that would cause physical injury or death.
- * Never fabricating a report as a joke or to cause problems for another student.
- * Avoid promising other students that you will keep anything related to physical safety a secret.

5. CONCLUSION:

--- Everyone has the right to be safe, but everyone must also take responsibility to participate in keeping the school safe.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, knife, etc. Violation may result in a student suspension/expulsion.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

SEARCH OF DESKS AND LOCKERS

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

A student's locker and desk can be searched whenever the administration or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on the school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of policies can be confiscated and illegal items may be given to law enforcement officials.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidences that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as:

- eyewitness observation by employees;
- information received from reliable sources;

- suspicious behavior by the student; or
- the student’s past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

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

The student’s body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable (permissible in emergency situations when the health and safety of students, employees, visitors are threatened)

Note: **We are expected to have a minimum of one Sheriff Dept. led “drug-sniffing” dog searches at our 4-12 school (lockers, hallways, locker room, and parking lot) this upcoming school year.** The purpose of these searches (lawful searches) is to maintain a healthy, safe, orderly and drug-free environment for all our children/students/staff.

STUDENT DUE PROCESS RIGHTS

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be quickly and equitably resolved at the lowest possible level. Recently, such emphasis has been placed on the rights of students, including the right to an education and to due process. Student rights, however, must be balanced with individual student responsibilities to the school and society.

It is true that one has the right to dissent regarding school policies and procedures when it is done within the framework of the channels established for such action. Student due process policies and regulations are available at the school office.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Bill Orlando, CR-B Jr. Sr. High guidance counselor.

STUDENT APPEARANCE/DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. The midriff for both boys and girls must be covered. Students are expected to wear

clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Parents are encouraged to guide their children on their choice of clothes.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscene, profane, vulgar, racial or sexual remarks, making reference to prohibited conduct or similar displays. Hats and caps are not to be worn in the building. Students inappropriately dressed are required to change their clothing or leave the school.

The administration/staff reserve the right to determine what is acceptable and what needs to be changed.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the admin. 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. Prior to allowing the interrogation, the administrator shall attempt to contact the parent/guardian of the child, inform them of the request and ask if they wish to be present.

RESPECT FOR PROPERTY

Students are responsible for the care of school property (books, desks, chairs, lockers, school equipment) that is given to their care. Failure to assume responsibility for any school owned property will result in parental notification and replacement and/or repair being assumed by the student. Please have the respect and care for other's property that you would expect and like to have for your own personal property and belongings.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Our school system is on a nine-week reporting basis. Parents will receive a report card at the end of each nine weeks. In addition, mid-term grade reports are sent home each quarter for fourth, fifth, and sixth grade students.

Parents are requested to attend a scheduled conference with the classroom teacher as well as the special teachers at the end of the first quarter and the midpoint of the third quarter. These conferences are important for both you and the teacher (***P-T Conferences are scheduled for Nov. 8th & Nov. 10th and March 6th & 8th; 4:00 – 8:00***). Parents are encouraged to request a conference with their child's teacher whenever they think one is necessary and parents are invited and encouraged to review their student's records at any time.

RETENTIONS

It is the responsibility of the school to keep parents informed of their children's progress in school. At the midway point of each grading period, teachers are expected to inform the parents of students who are not passing, not performing up to their potential, or are incomplete and falling behind in class. Student retention is to be preceded by proper communication with parents, exhaustion of all reasonable alternatives, and with the cooperation of parents. Staff members will contact parents at any time during the school year when students fall behind in class work.

ASSESSMENT PLAN (Testing)

The testing program in the elementary school is as follows:

Iowa Tests of Basic Skills (ITBS) for grades 3, 4, 5, 6, are administered in November.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) will be administered to K-6 students in the fall, winter, and spring. The Dibels literacy assessments measure phonemic awareness, alphabetic principle, letter recognition, segmentation of words, and fluency/accuracy in reading.

Curriculum Based Measures (CBM's) or norming tests are administered in the fall, winter, and spring to first through sixth graders. Norming tests assess each student's math basic skills and math application skills. Norming tests are timed.

Gates-McGinitie assessments are administered to 2nd, 3rd, 4th, 5th, and 6th students .

Gates- McGinitie Tests assess word recognition, vocabulary development and comprehension skills.

Iowa Collaborative Assessment Modules (ICAM's) are given in spring to students in grades 4, 8, and 11. ICAM's are administered as our district's second assessment (multiple assessments are required). ICAM test modules cover reading and math content areas; helping our district to meet required assessment coverage of all our district's standards and benchmarks. In addition, the IA. Dept. of Education every two to three years requires our district to assess our fourth graders using the National Assessment of Educational Progress (NAEP) test in the spring (math, reading, or science).

REPORTING REQUIREMENTS:

School district's at the elementary level are required by law to share assessment results with the parents of those children who are not meeting grade level benchmarks/expectations. In addition, our school district is required to share with our parents specific interventions or strategies that are incorporated to support their child's educational efforts to close the achievement gap.

CR-B's elementary assessment program generally allows for essential assessment information to be exchanged with all parents of each of our elementary children twice a year. Student Assessment results/scores are discussed at Parent-Teacher Conferences and are sent home with students.

NOTE: District-wide achievement results/scores may be found in our Annual Progress Report (APR) which is available each fall for parents and CR-B community patrons. The APR can be found as an "insert" in our *Gazette News and Enterprise* newspapers in late Sept./or October.

BUILDING ASSISTANCE TEAM (B.A.T.)/ IDM INTERVENTIONS

Each building has a Building Assistance Team (B.A.T.) consisting of 2-3 educators. The purpose of the B.A.T. team, upon referral, will be to engage in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. It is intended that the BAT be available to and functional for all students and teachers in the building. Instructors will consider the building assistance team as an early intervention process.

Prior to the first team meeting, parents will be informed of any concern being referred to the Building Assistance Team. Parents will be invited to participate in any team meeting scheduled beyond this initial meeting. Should the core team determine a need for parents to become involved at the initial meeting, they will be so notified. Regardless of the parent's degree of involvement, the committee chairpersons will notify parents of any intervention(s) selected by the referring teacher.

Our district has also implemented the *Instructional Decision-Making (IDM) Intervention initiative for both Deal Elem. and Intermediate students.* After students are assessed using a screening/or diagnostic reading skills assessment, our students are then scheduled in with a specific teacher/staff member for their daily IDM time. The teacher implements an "appropriate & intensive intervention" with a research-based resource/lesson activity, whether it be an Quadrant 1, 2, 3, or 4 activity, or for some students an advanced reading level opportunity.

PROBLEM SOLVING APPROACH (B.A.T.)

For students exhibiting difficulties in the classroom the following steps will be followed:

Level I - Consultation Between Teacher - Parent. Classroom instructors will work collaboratively with parents to determine the basis of concern and will work in concert to develop approaches in dealing with the identified student concern. The classroom instructor will be held responsible for documenting identified concern, interventions, and collaborative efforts made to resolve the concern. Should the parent and instructor desire outside input they will have the Building Assistance Team, local special education staff, and other district instructors or district administration available to assist them on an informal basis.

Level II - Consultation with Other Resources. Meaningful collaboration between teacher and parent will continue at this level. The Building Assistance Team will now become involved on a formal basis when requested. The classroom instructor will present documentation of concerns and interventions made at Level I to the Building Assistance Team. Special Education, Compensatory Education, and Area Education Agency personnel will continue to be available on an informal basis. However, involvement with this personnel will require verbal permission by the parent if the student will be singled out for observations by any of the aforementioned personnel.

Level III - Consultation with Extended Problem-Solving Team. At Level III all interactions and subsequent interventions will be on a formal basis with appropriate documentation kept. Area Education Agency personnel will become involved to provide assistance with data collection, intervention design, and monitoring. At this level interventions will be carried out in the regular classroom. Parents must provide verbal permission requesting AEA intervention.

Level IV - Due Process - IEP Consideration. This level of intensive intervention is available through special education and will require written parental permission. Evaluations will be completed by Area Education Agency personnel with input from previous intervention levels as requested. A staffing will be held to determine need and eligibility for special education services.

Parents will have meaningful involvement from the onset of a concern being diagnosed by the classroom instructor. The classroom instructor will not be permitted to advance to Level II without demonstrating (documenting) the type of parent involvement and interventions that were collaborated between home and school.

HOMEWORK

Homework is left to the discretion of the teachers. Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Parents should encourage their children to complete homework and, hopefully, provide an atmosphere in which to study.

NOTE- *HOMEWORK POLICY revision:*

After reviewing homework issues at the Intermediate level, our staff has decided that Intermediate School students should have TWO DAYS TO MAKE-UP THEIR HOMEWORK after being absent (being excused) for sickness, an illness or family emergency. Our staff believes that if our students are too ill to attend school, the focus should be on rest, adequate sleep and proper nutrition, and a quiet and work free environment. Therefore, getting homework made up/completed on the same day a student is ill is not a priority of our teaching staff.

AFTER –SCHOOL ACADEMIC INTERVENTION TIME

Due to continuing administration and staff concerns involving fourth, fifth, and sixth students, who need extra academic assistance, or are not able to keep up with/or complete their daily assignments and homework in an efficient/effective manner, the Intermediate School Staff will review, analyze and determine if **AFTER-SCHOOL STUDY HALL AND ACADEMIC INTERVENTION TIME is needed for individual students or groups of students at the Intermediate School.**

The number of sessions (two per week) or the specific after-school days will be determined this fall. The After-School Academic Intervention Time is for those **STUDENTS FALLING BEHIND, OR WHO NEED EXTRA ASSISTANCE, OR ARE STRUGGLING (POSSIBLY FAILING) A SUBJECT AREA.** These students will be required to attend an after-school study session on either a Monday, Tuesday or Thursday session (or sessions), from 3:25- 4:10, until they have shown progress in their work or the self-responsibility to complete their assignments satisfactorily.

PARENTS WILL BE NOTIFIED AHEAD OF TIME, as our parents will be responsible for providing transportation after the Academic Intervention-Study session has concluded.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. Teachers typically send parental notification forms home with the child when human growth and development topics are taught.

SHUTTLE BUSES/ ROUTE BUSES

CR-B will be running four routes this fall.

North route: Sandie Cady

South route: Wilson Thomas .

West Route: Steve Kult.

East Route: Cliff Jensen.

Pre-K (4 yr. olds) Shuttle/Routes: Steve Kult/

Shuttle (if necessary): _____

Daily a.m./p.m. shuttle bus as needed.

A.M.:

BAYARD LIBRARY - Bayard Town Students load at 7:40 a.m. and leave promptly at 7:45 a.m.

Students are responsible for being on time for the route/shuttle buses.

DEAL ELEM.- Buses arrive in a.m. at 8:00 a.m. Buses leave for Intermediate/Jr. Sr. High School promptly after unloading Deal Elementary students.

INTERMEDIATE SCHOOL- Route Buses arrive at 7:55 a.m. (8:00) at Intermediate School. Deal Elem. students may ride bus in a.m. from the Intermediate School to Deal.

P.M.:

DEAL ELEM.- Deal Bus students load at 3:10 and leave at 3:15 for Intermediate/Jr. Sr. High School. Arrive at Intermediate School at 3:20.

INTERMEDIATE SCHOOL- Bus Route students load at 3:20. Departure time from Intermediate School is approximately 3:30.

BAYARD LIBRARY- Bayard Town students will arrive at Bayard Library at 3:40.

BUS RIDER RULES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student by using the BUS CONDUCT FORM if the following ten BUS RULES and REGULATIONS are not adhered to.

1. Students should wait until the bus has come to a complete stop before attempting to enter or leave the bus. While waiting for the bus, students are required to stay back six feet and should never rush towards a moving bus.
2. When crossing the road to or from a school bus, cross at least twelve feet in front of the bus. Never cross behind a stopped bus. Cross only on signal from the bus driver.
3. A guest rider, in order to ride the bus, must have a school bus rider's pass. A note from home signed by a parent is needed.
4. Students may not drink, eat, or chew gum going to or from school and/or activity trips unless the bus driver gives permission.
5. No perfumes or hair sprays are to be used on the bus.
6. Fighting, littering, pushing, tripping, shouting, spitting, standing, and throwing objects of any kind are prohibited.
7. Students need to be seated and facing the front. Windows shall not be opened without permission. Students are to keep hands, arms, etc., inside the bus.
8. Use of profane or harassing language, or showing disrespect towards the bus driver or other students will not be tolerated.
9. Riders shall observe the "QUIET" rule when the bus is approaching and crossing railroad tracks.
10. Students will be allowed off bus only at school or regular stops, unless requested in writing by parent or guardian, and approved by school designee.

Driving a bus is a difficult task and a tremendous responsibility. Anything that happens on the bus to divert the drivers' attention from their job immediately endangers the safety of the riders. It is therefore, absolutely necessary that students conduct themselves in a respectful manner. Violation of CR-B bus regulations and general safety practices may result in a student losing bus privileges for the entire year.

BUS AUDIO/VIDEO SURVEILLANCE: Steve Kult and our bus drivers do an outstanding job with safe driving procedures, with building relationships with our students and with safety first initiatives. However, to allow for more accurate documentation and specific evidence of what actually is happening on our buses with our bus riders and bus drivers, the administrative team, and the board of directors ***purchased Bus Audio/Video Surveillance equipment for several of our buses two year's ago.*** This equipment will be up & running again this school year.

In the past, if we have had some bullying, harassing, and behavioral issues, it typically has happened on our bus routes and bus shuttles from Bayard to Coon Rapids; and from Coon Rapids to Bayard. ***Our school district's bus rules, bus conduct forms, and bus procedures were discussed and reviewed this past school year with administration, bus drivers, AEA officials and students. Newly developed and PreK- 12 consistent bus rider rules will be shared and distributed with all our students and families this fall. These rider rules will be strictly enforced this school year. Again, at some point in September, Students and Parents will be notified about any changes, additions, or revisions to our district's Bus Rules and Procedures with the district's new surveillance capabilities.***

SCHOOL CROSSINGS/LOADING-UNLOADING/DROP OFF-PICK UP

Coon Rapids-Bayard Community School, in cooperation with the City of Bayard and the City of Coon Rapids, has established school crossings on the busiest intersections. We encourage parents and students to become familiar with these intersections and use them to develop safe routes to and from school.

BAYARD LIBRARY--- We ask your assistance in providing a safe environment for the loading and unloading of children at the Bayard Library and Main Street areas. At the present time, it has been decided that we will load and

unload on the NORTH side of the BAYARD LIBRARY. Buses will drive in and park facing the east, thus avoiding cross traffic and the need for students to pass in front of the buses.

UNLAWFUL PASSING OF STOPPED SCHOOL BUSES: Any vehicles unlawfully passing our stopped school buses, will be turned over to law enforcement officials and possibly prosecuted to the fullest extent of the law.

Note: Elementary students dropped off at the Bayard Library after school (approximately 3:40) should immediately and responsibly leave Bayard Library/Downtown area, either by riding with their family/designated person, or by walking home with siblings or friends. **There will be no after-school supervision at Bayard.**

DEAL--- When dropping off or picking up children at Deal elementary school, please do so on 2nd Avenue, the street west of the school building. Please remember also that it is very important to observe standard traffic procedures when dropping off or picking up children; i.e., come to a complete stop at the stop signs; when traveling south on 2nd Avenue, one should park only on the west side of the street facing south, etc. **A reminder that the bus loading/unloading zone on south side of Deal is a one-way street. As mentioned above,** violators of these procedures will be turned over to the police. Except in cases of emergency, please do not use the school parking area for the purpose of dropping off or picking up children.

INTERMEDIATE SCHOOL--- When dropping off or picking up children at our new addition Intermediate School, please be advised that parking is at a premium. As in the past, there are designated parking spaces for teachers, staff, and visitors. Parents and visitors also need to be aware that at our 3:20 dismissal time; the visitor parking area will be blocked in due to the arrival of our route buses.

At the 3:20 dismissal time, cars/vehicles facing the north at dismissal time, should only park ON THE EAST SIDE OF ENTRANCE to our INTERM. SCHOOL, to allow safe passing of all our buses and other traffic. THOSE VEHICLES FACING SOUTH, SHOULD ONLY BE ON WEST SIDE of exit lanes. All four buses (possibly 5) will be lined up in front of the Jr. Sr. High/Intermediate School. Traffic at that time will no doubt be at a standstill until buses depart at approximately 3:30.

The staff would ask that all parents, families, and community members be very safety cautious and "Slow Down" during school bus arrival and dismissal times. Thanks for your cooperation and keen awareness in regard to student/pedestrian safety while buses are loading and unloading at all three sites.

REFERRAL SERVICES

The school district has access to various referral agencies for child abuse, teenage suicide, family counseling, mental health services, and drug and alcohol rehabilitation. These agencies are available for assessment and/or counseling of individual and family needs. Heartland Area Education Agency (AEA 11) provides support services which assist in the areas of school psychologist, social worker, educational consultant, speech, audiologist and other personnel as needed. Teachers and/or parent/guardians may consult with the AEA for potential services for their children. Procedures exist to facilitate service delivery and parent/guardians should begin by inquiring with the classroom teacher for more information. The AEA also provides such services as films, filmstrips, videos, books, production services, etc.

COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. 4th-6th students have daily assignment planners to be reviewed and possibly signed by parents on a daily basis.

NEWSLETTERS AND COMMUNICATIONS

A newsletter will be sent home monthly throughout the school year to update parents and families on "what's happening" at Deal Elem./ Intermediate School. The "CR-B ELEMENTARY CONNECTION" Newsletter should be a great way of keeping that important communication link between the school and the home open and available. Upcoming special events, class projects, breakfast and hot lunch menus, student and teacher features, curriculum updates, parent-child educational ideas, etc., are just a few of the many topics and subjects that will be covered in the newsletter.

Administrators and teachers are continuing to work on electronic forms of communication, including blogs, emails, and having individual websites in use, updated and linked to our school website for 2011-12. (crbcrusaders.org)

Parents/guardians are responsible for knowing the contents of the notes or papers sent home. Classroom teachers will be sending home monthly newsletters, memo's, etc.; as necessary. Parents/guardians need to remind their child to notify them of notes or newsletters from school. Good communication between home and school will provide a better education for our children.

PARENT-TEACHER ORGANIZATION (PTO)

The formation of our Parent-Teacher Organization (PTO) has been extremely positive and very beneficial for our district; especially for our students. The PTO has been responsible for many enriching and fun-filled activities and special events over the past seven years. By supporting and joining the PTO, you are supporting our elementary children in the district.

The Parent-Teacher Organization (PTO) goals include:

- 1) Increase Parent Involvement
- 2) Community Outreach
- 3) Improve Communication
- 4) Child Advocacy
- 5) Enrichment

The CR-B PTO meets monthly at Deal Elementary or at Coon Bowl at 6:30. Some of the activities/events that the PTO has sponsored in the past include: fund-raisers, last spring's wonderful, school carnival, elementary pride T-shirts, North Pole workshop, equipment/book purchases, after-school activities, Pack the Gym night, purchasing Character Counts posters, refrigerator magnets with school information, Institute for Character Education presentation, Author for Day Family Night, and many more.

FUND RAISING:

In the past, the PTO has held several fund-raising activities. There may be a fund-raiser held this upcoming year. Many school purchases have been made due those fund-raising efforts; including the PTO paying for classroom libraries, assembly speakers, treats for special celebrations, new technologies, school signage, and a whole bunch of new playground equipment; including footballs, soccer balls, jump ropes, scoops, basketballs, etc.. Please join the PTO and help support a first-class educational experience for all our children.

CR-B EDUCATION FOUNDATION

The Education Foundation, a Chapter 501 © 3 organization, has provided many outstanding financial donations to our school district. The mission of the CR-B Education Foundation is ***“Enhancing the education of CRB schools by providing financial investments and supplementing district-wide programs and activities.”*** The goal of the foundation is to enhance the quality of education by providing the latest technology and the most effective and efficient facilities. The communities of Coon Rapids and Bayard have a proud tradition of supporting the CR-B district. A vibrant education foundation will only serve to ensure that support for many, many years.

Please consider joining or contributing to the School Foundation (donations can be designated for specific or any wide-ranging project of the donor's choice). For more information, please contact Laura Hachmeister, Linda Long, Nick Oswald, Brenda Schlatter or Tommy Moore.

VOLUNTEERS

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. We also have several steady volunteers helping kids at Deal; including Shannon Obert and Elaine Bowman. Please contact a teacher, Mr. Stoffers, or our office secretaries if you would like to be a school volunteer.

Our district is need of **“COPY VOLUNTEERS”** to come in once or twice a week for 2 or 3 hours to copy off materials for our elementary staff, By having copying volunteers, our educators will be able to focus more time on their teaching responsibilities. By using outstanding “copying” volunteers, we are able to save our Deal and Intermediate Teachers hours of time by doing the copying– enabling teachers to use their time for more teaching opportunities. If you are interested, or know of someone in our community who is interested in finding out more information about either of these programs or volunteering, please feel free to contact our school office(s).

FOSTER GRANDPARENT PROGRAM

Our district employs and uses the services of the Foster Grandparent Program. For several years, Shirley Fox has been employed as our Foster Grandparent. Please contact the office if interested in becoming a foster grandparent employee.

TELEPHONE

Students will be allowed use of the office phone during, before, and/or after school hours upon request when considered necessary. Use of the office phone should generally be restricted to emergency situations and habitual after-school use of the phone for social reasons is discouraged.

It is advisable for parents to call the building office to arrange conferences with staff members. Students will not be interrupted in classes for phone messages unless the call is an emergency. Phone messages will be delivered to students as soon as possible.

All office communications should begin with the office secretary who will aid you in finding the proper assistance.

VISITORS

All parents and visitors in our buildings need to first check in at the office. All visitors, including parents, are encouraged to visit our school and classrooms. **Parents are asked to contact your child's teacher to arrange all classroom visits and to determine the time period (a limited visit of two – two and one-half hours in the classroom is recommended).**

Visitors are requested to make advance arrangements with the principal's office; i.e., please call the office by 9 a.m. if you plan to eat lunch in our building. Students who have friends or relatives visiting will not be allowed to visit our school unless arrangements have been made with the principal's office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class lessons, etc.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal's office. Announcements are distributed midmorning daily and are read by the classroom teacher. *Our daily announcements can also be found on our school's website.*

LEGAL STATUS OF STUDENT

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

BREAKFAST/HOT LUNCH PROGRAM/MILK TICKETS

CR-B School District has purchased a new integrated Food Service/Meal web-based program, that is integrated into our Infinite Campus Data Management System. This systematic, computerized food service program will allow accounting, recording and reporting school breakfast/lunch program at Deal, the Intermediate, and at the Jr. Sr. High School. Each student is issued an account number/ 4-digit number. At Deal Elem. we have options that we can use if a student isn't able to recall his/her 4 –digit account number as they move through the lunch line.

This new Food Service Computerized (web-based system), as the student goes through the lunch line, the price of their lunch is deducted from their account. Please deposit as much money as possible into the child's account to avoid a negative balance. For accounting purposes, checks are preferred over cash.

Note: It is recommended that PARENTS/FAMILIES sign-up for an internet account (parent portal) with Infinite Campus. With our integrated Food Service system, parents not only will be able to access their students' grades and assignments, but will now be allowed to have access to your student's food service balance and to see how they are spending their food service money. All parents are encouraged to sign-up at Registration Day or later in the fall.

A reminder that our Food Service system does not accept negative balances.

BREAKFAST / HOT LUNCH INFORMATION (continued)

Breakfast and hot lunch are available to students at school. One carton of milk is provided with each meal. Kindergarten students usually have a break time at some point during the day and cartons of milk are available for those who wish to have it. Extra milk with a meal or the extra milk that K-3 children have at break time costs 40 cents each or \$8.00 per month.

The regular lunch price for K-3 students is \$1.70 per lunch or \$17.00 per 10-days. The regular lunch price for 4-6 students is \$1.95 per lunch or \$19.50 per 10-days. Reduced price lunches are 40 cents each or \$4 per 10-days. The regular breakfast price is \$1.35 per meal or \$13.25 per 10-days. Reduced price breakfasts cost 30 cents each or \$3 per 10-days.

Students with negative balances will be still sent out reminders. Students will be allowed a maximum negative balance of \$10.00. This is the charge limit. When reached students and parents need to make appropriate arrangements and take care of the negative balance; or your child/student will be given an alternative meal (cheese sandwich). These procedures are necessitated by a high frequency of students charging in the past and are based upon recommendations from the state hot lunch department.

When sending money for lunch to school with your elementary school child, please note on the check what it is to cover if it is something other than the standard amount for a 10-day lunch or milk ticket. If you send cash for lunch, milk, etc., with your child, please put it in an envelope with the child's name and what you wish to purchase marked on the outside. In this way we will minimize loss and confusion since small children often aren't sure what the money is for.

Students are encouraged to eat the school lunch or bring a sack lunch as the noon hour is closed and students are not permitted to leave the school to go home or elsewhere for lunch. The lunch period is approximately 20 - 25 minutes. This allows ample time for students to eat their lunches and to return to classes on time. Students are expected to move in an

orderly fashion to the lunch line and to maintain an orderly line while in the lunch line. Please do not send pop/sodas to school as part of sack (cold) lunch. On special occasions and with teacher approval, soda/pop is permitted (i.e. seasonal parties, class points parties, end-of-the-year picnics).

Parents/guardians may eat hot lunch occasionally with their child but are requested to call the school office by 9:00 a.m. on the day they wish to eat. The price per adult lunch is \$2.60. The price per adult breakfast is \$1.65.

LOST & FOUND/PERSONAL PROPERTY

A lost and found department will be maintained in the office. If you find an article of value, turn it in at the office. If you have lost anything, go to the office to report it and inquire about it. At the end of the school year, unclaimed items that cannot be used by the nurse's office (jackets, mittens, etc., that the students use) will be given to Goodwill.

It is stressed:

- 1- That you encourage your child to be responsible for his/her personal property.
- 2- That all articles be labeled.
- 3- That valuables and money be left at home.

Administration/Staff REQUESTS THAT PORTABLE RADIOS, CD PLAYERS, HAND-HELD COMPUTER GAMES, ALL TRADING CARDS, AND REMOTE CONTROL TOYS BE KEPT AT HOME. **In addition, M3 players, cell phones, etc., if brought to school, should be left in student lockers or given to teachers during the day to store in a safe place.**

Any personal property such as money, jewelry, etc. is the responsibility of the student. If students must bring extra money or something valuable to school they should give it to their teacher or to turn it into the office for safe keeping.

GUM AND CANDY

Notice: The use of gum and candy is prohibited at birthday parties or celebrations due to the new guidelines and Iowa's Healthy Kids Act.

CHURCH NIGHT

Wednesday evening is designated as church night for Coon Rapids and Bayard churches. Absolutely no local school activities including activity meetings, practices, or rehearsals are to be scheduled on Wednesday evenings.

CHARACTER DEVELOPMENT

There are many state and local initiatives being developed to help schools in the area of character development. The belief is that the responsibility for character development lies with the family in cooperation with the school and community. The staff, in alignment with our Success 4 grant and our school improvement goals, will seek opportunities to integrate the six pillars of character; trustworthiness, respect, responsibility, fairness, caring, and citizenship, into our school day.

Our Character Counts Planning Committee has contacted all local businesses about their level of commitment to Character Development. The response has been fantastic! Through our Character Counts Project, our district has generated Character Counts business partnerships for each of our elementary grades.

One of our elementary activities will be the reciting of the following Character Counts Pledge:

CHARACTER COUNTS! PLEDGE:

I pledge to be a kid for character.

I will be worthy of trust.
I will be respectful and responsible.
Doing what I must.
I will always act with fairness.
I will show that I care.
I will be a good citizen.
And always do my share.

*** Our CR-B ELEMENTARY STAFF AND STUDENTS WILL BE WORKING ON A NEW CHARACTER COUNTS EDUCATION MOTTO/THEME for the 2011 - 12 school year.

CITIZENSHIP: (One of the six pillars of character education)

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

STUDENT COUNCIL

Students in grades 4-6 will have an opportunity to serve on the INTERMEDIATE School Student Council. 4-6 students will elect representatives from each grade level to serve on the council. The group will meet on a regular basis to discuss and plan school activities (pride days, special recognition events, talent show, etc.). The student council sponsor is Mr. Stoffers.

LIBRARY / MEDIA CENTER

Books and back issues of magazines maybe checked out for two weeks. Reference materials are checked out for one day. Computers are used for educational purposes or for using the on-line card catalog to search for a book in the library.

Detailed policies are posted in the library media center.

INSPECTION OF EDUCATIONAL MATERIALS

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

SAFETY OF CHILDREN-OUR MUTUAL RESPONSIBILITY

1. Help us see that your child follows the safest route to and from school without loitering.
2. Suggest that the same route be taken each day.
3. When snow and ice come, please do not allow your youngster to ride a bicycle to school.
4. When riding a bike to and from school, children should be encouraged to wear bicycle helmets at all times.
5. Encourage all children to obey traffic and pedestrian laws.

6. Remind your children that they should not accept rides with strangers at any time.
7. The school repeatedly emphasizes safety precautions. Parents can help by reinforcing rules. We ask that you give thought to these suggestions.
8. Student will not be allowed to leave school grounds without supervision and/or parent consent during school hours.
9. Please do not leave your child unattended before or after school.
10. *The district is reviewing/analyzing several ALERT SYSTEMS; an “electronic” email or phone system to alert parents of potential issues/emergency situations/ specific announcements.*

EARLY CHILDHOOD AM/ PM PROGRAMS --- HEAD START/PRE-KINDERGARTEN SHARING PROGRAM AGREEMENT

The Head Start/ Pre-Kindergarten (Pre-K) sharing program is scheduled from 8:00 - 11:30 in the morning and 12:00 - 3:30 in the afternoon on Monday, Tuesday, Thursday, and Friday. The am sharing will program will include breakfast and lunch, while the pm program will include a substantial snack. There is no tuition fee for 4 yr. olds in the program, as our district received the Voluntary Four Year Old Preschool Program Grant from the Dept. of Education in 2009. However, there is a snack fee for the P.M. session.

Staff: Annette Nees is our early-childhood teacher and Teresa Gelhaus will be our teacher assistant for the PreK- Head Start Shared Program. Also serving as a PreK aide is Vicki Garnes. The Early Childhood Program begins on Monday, Aug. 29th..

Head Start: For information on enrollment in the Head Start program, please contact New Opportunities, Inc., Carroll, Ia.

Transportation: Pre-Kindergarten students may ride the regular school bus routes in the am and the pm. The district is in the process of analyzing, reviewing and determining transportation guidelines and options at mid-day for our FOUR YEAR OLDS who attend our half-day Pre-K programs. The district’s goal is to ensure that all our four year olds are able to attend our half-day early-childhood program, with transportation not being a barrier for our children and families. Our buses are expected to make pick-ups /drop-offs at our community daycare providers.

INTERNET ACCESS

Because technology is a vital part of the school district curriculum the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

It is the policy of the District to support access to a rich variety of information resources and to support the development of appropriate skills to analyze and evaluate such resources. The Internet significantly alters the information landscape for schools by opening classrooms to a broader array of resources. With this greater opportunity also comes greater responsibility.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. The school district makes no guarantees as to the accuracy of the information received on the Internet. Although students and employees will be instructed in the appropriate use of the Internet, and although students will be under teachers/staff supervision while on the network, and although students’ Internet activities will be monitored, it is possible that individual students may encounter information that may not be of educational value. (The school district will use technology protection measures to protect student from inappropriate access).

Employees and students will be instructed in the appropriate use of the Internet. Parents will be required to sign a permission form to allow their student access to the Internet. Students will read and understand the Internet Acceptable Use policy and understand the consequences for violation of the policy or regulations.

It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the Rights of students and parents who choose not to risk exposure to questionable material. The use of the network is a privilege and may be taken away for violation of Board Policy or regulations.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for student open enrolling. Students interested in open enrolling out of the school district must contact the Central Business Office for information and forms.

DEADLINES: For filing open enrollment papers for 2012-13 - **March 1, 2012.**

For open enrollment for entering Kindergarten students and those students falling under the "good cause" definition for 11-12- **Sept. 1, 2011.**

SCHOOL-COMMUNITY TEAMWORK

The faculty and administration appreciate your calling the school first about any concerns or questions. We ask you for your interest, support and confidence in the schools, which are yours to serve the needs of your children.

Coon Rapids-Bayard Community WEB SITE

One of the exciting ways to improve on our District's SCHOOL-COMMUNITY TEAMWORK is through the development of our school's **WEBSITE!!!** The CR-B WEBSITE will be updated on a regular basis beginning in August. The CR-B website will have building level school news, district financial information, student achievement reports, curriculum and professional development information, lunch and breakfast menus, calendar of events, schedules, assessment information, school-parent mandated notifications, miscellaneous information and much, much more. The CR-B WEBSITE may be found at : www.crbcrusaders.org

NO CHILD LEFT BEHIND ACT (NCLBA)

Parental Notification under NCLBA

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that parents can understand. Using the Student Handbook and our monthly district communications, most all of the following NCLB notification requirements will have been addressed. Below is a brief summary of those NCLB parental notification requirements:

1. At the beginning of the each school year, school districts that receive Title I funds must notify parents they may request, and the district will provide (and in a timely manner) parents on request, information regarding the professional qualifications of the student's classroom teachers.
2. A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible.

3. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent (s) of each child identified for participation or participating in such a program information on: why the child was placed in the program, the child's level of English proficiency, methods of instruction in the program in which their child is placed and those of other available programs, and how the program will meet the educational needs of their child.
4. A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified.
5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school.
6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy to meet the requirements under the NCLBA.
7. A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts.
8. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data, questions and current assessment instruments.
9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent.
10. A district has to have in place a policy for homeless children.
11. A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students and take measures to protect student privacy.
12. Districts must give parents annual notices at the beginning of the school year of the specific or approximate dates for using personal student information, administration of surveys, etc.
13. School districts may request to waive any provision of NCLBA. The district must then also provide notice and information about that waiver to the public.

For more complete and comprehensive information on the NCLB requirements, please contact Rich Stoffers, CR-B Superintendent / Elementary Principal.

HOMELESS STUDENTS

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 you cannot find or afford housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. To find out more about these rights and protections, contact the school district liaison for homeless education, Bill Orlano at (712) 999-2208 or stop by the district offices at 905 North Street.

This is in accordance with Chapter 3, Iowa Administrative Code, as the Coon Rapids-Bayard CSD encourages homeless children and youth to enroll in school.

DISABILITIES ACT

The CR-B School District is committed to complying with the requirements in section 504 of the Vocational/Rehabilitation Act of 1973, and Americans with Disabilities Act, and is seeking information from adults with disabilities in our community.

1. Do you have a physical or mental disability and do you have a child enrolled in our school? We are responsible for providing you access to parent-teacher conferences and other programs and activities, including graduation.
2. Are you or do you know of an individual with a disability that may attend a function in our building? WE would like to be aware of this in case there are physical barriers in accessing our building. If you have