

# CARLISLE ELEMENTARY

## FAMILY HANDBOOK



**2009-2010**

*Character, Service, and Excellence in everything we do.*

August 2009

Dear Students and Parents,

Welcome to the 2009-2010 school year at Carlisle Elementary. Our entire staff is energized after the summer break, and we're excited to welcome new staff members and families to our learning community. As we design and provide instruction based on our building configuration of grades Preschool-3<sup>rd</sup>, we'll be focusing on hands-on, age-appropriate learning activities. We look forward to providing a wonderful educational experience for your child and developing a strong partnership with your family.

This handbook has been designed to acquaint students and parents with necessary information about Carlisle Elementary. It is intended that this handbook be read carefully and used as a reference for questions that may arise throughout the year.

Students and parents both play a vital role in our school, and we ask that each of these groups be as active as possible in our school throughout the year. Parents can assist us by making sure your child comes to school each day healthy and well rested, providing encouragement for your child, helping with homework (**including the weekly required reading**), and being an active volunteer and member of our PTO. Students can assist us by doing their very best each day and by following the pillars of our *Character Counts!* program: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

We are proud to be part of the educational team in Carlisle. With students, parents, and staff working together, we know that we will remain focused on our district mission: ***Character, Service, and Excellence in everything we do.*** If you ever have questions or concerns, please contact either of us. We look forward to working with your family this year.

Sincerely,

*Barb Niemeyer*, Principal

*Tim Norton*, Principal

## TABLE OF CONTENTS

AEA SERVICES .....	5
ARRIVAL AND DISMISSAL.....	5
ASBESTOS NOTIFICATION.....	5
ATTENDANCE .....	6
BIRTHDAYS/SPECIAL DAYS .....	7
BREAKFAST.....	7
CALENDARS FOR THE SCHOOL YEAR.....	7
CANCELLATIONS, DELAYS OR EARLY DISMISSALS OF SCHOOL.....	7
CELL PHONES .....	8
CHANGE OF ADDRESS/CONTACT INFORMATION.....	8
CHARACTER COUNTS!.....	8
COMMUNICATION .....	8
CONCERNS.....	9
CHAPTER 103.....	9
DEFINITIONS .....	9
DRESS .....	9
ELEMENTARY MEDIA GUIDE.....	10
EMERGENCY DRILLS .....	10
EMERGENCY INFORMATION .....	11
EQUAL EDUCATIONAL OPPORTUNITY .....	11
FIELD TRIPS.....	11
GUM AND CANDY .....	12
HAWK-I INSURANCE FOR CHILDREN .....	12
HEAD LICE .....	12
HEALTH SCREENINGS .....	12
HOMELESS STUDENTS.....	12
HOMEWORK.....	13
ILLNESS/ABSENCES.....	13
IMMUNIZATIONS AND VACCINATIONS .....	14
INFECTIOUS AND COMMUNICABLE DISEASES .....	14
INITIATIONS, HAZING OR HARASSMENT .....	14
INSPECTION OF EDUCATIONAL MATERIALS .....	16
INTERNET .....	16
JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS.....	16
LEAVING SCHOOL BEFORE DISMISSAL .....	17
LEGAL STATUS OF STUDENT.....	18
LOST AND FOUND.....	18
LUNCH .....	18
MEDICATIONS .....	19
NON-CUSTODIAL PARENTS.....	19
NURSE.....	19
OPEN ENROLLMENT.....	20
PARENT/TEACHER ORGANIZATION (PTO).....	20
PARTIES FOR HOLIDAYS AND BIRTHDAYS .....	20
PERSONAL ITEMS .....	21
PETS.....	21
PICTURES .....	21
RECESS AND NOON TIME.....	21
REPORT CARDS .....	22
SCHOOL FEES.....	22
SCHOOL SAFETY .....	22
SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES .....	23
SKATEBOARDING AND ROLLERBLADING .....	24
STANDARDIZED TESTS .....	24

STUDENT BEHAVIOR AND SAFETY WHEN RIDING A BICYCLE.....	24
STUDENT BEHAVIOR AND SAFETY WHEN RIDING THE BUS .....	24
STUDENT BEHAVIOR AND SAFETY WHEN WALKING.....	25
STUDENT ILLNESS OR INJURY AT SCHOOL .....	26
STUDENT LOCKERS AND DESKS .....	26
STUDENT RECORDS .....	27
STUDENT SEARCHES .....	28
TEACHER QUALIFICATIONS .....	29
TELEPHONE.....	29
THREATS OF VIOLENCE.....	29
TRANSFER.....	30
USE OF SCHOOL DISTRICT FACILITIES .....	30
WAIVER OF STUDENT FEES.....	30
VISITORS.....	30
VOLUNTEER PROGRAM .....	31
SCHOOL CALENDAR .....	<b>Error! Bookmark not defined.</b>
ELEMENTARY STAFF.....	33

## AEA SERVICES

Heartland Area Education Agency supports educators, parents, and the community to improve student learning. Heartland is one of 14 area education agencies created to ensure educational opportunities for children from birth to 21. Support to local schools is provided in three areas: Educational Services, Media Services, and Special Education Services (assessment, consultation, speech-language, hearing screenings, and others).

A team of specialists (school psychologist, educational consultant, social worker, speech-language pathologist, and others) work at each elementary school several times each week and is available to assist teachers in supporting the learning and behavioral needs of students. If you have concerns about your child, please notify your child's teacher in order to discuss the problem-solving method utilized by the district.

Heartland also provides screening services to infants and toddlers. If you believe your preschool age child is having difficulty communicating, hearing, or seems to be developing at a slower rate than you think is typical for his or her age, please call 961-8191 for more information. This service is provided at no cost to the parent.

## ARRIVAL AND DISMISSAL

Carlisle Elementary School will allow students in the classrooms at 8:00 a.m. Anyone arriving after 8:10 a.m. will be considered tardy. Students will be dismissed at 3:20 p.m.

**We ask that students who walk or are dropped off not be on school property before 8:00 a.m. unless they are utilizing our breakfast program. Your cooperation in this matter is greatly appreciated as we strive to ensure the safety and supervision of our students.**

## ASBESTOS NOTIFICATION

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

## ATTENDANCE

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

Parents of 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 office at 989-0339 on the day of the absence prior to 8:30 a.m. The office has an answering machine for this purpose which can be utilized at any time. If notification is not received, the office attempts to contact the parents at their emergency number.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, or preparation for/participation in parties or other celebrations. Students are expected to be in class on time. Please attempt to schedule doctor and dentist appointments outside of the school day.

Teachers, guidance counselors, and administrators work very closely to carefully monitor every student's attendance pattern. Every effort will be made to communicate and work with the families of our students who demonstrate a pattern of poor attendance. It is important to understand that if attendance disruptions remain excessive despite the school's efforts to assist the family, the matter may be turned over to the County Attorney as a truancy referral. Thank you for doing your part to ensure your child is able to take full advantage of his/her educational opportunities in school!

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must bring a note or be signed in by their parents at the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. **In order for any elementary student to be allowed to leave school property during the school day, an adult must come to the office and sign him/her out.**

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are

going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

### **BIRTHDAYS/SPECIAL DAYS**

Birthday treats may be shared with classmates, if desired. Birthdays are important for children, and we would like to give them the opportunity to commemorate the day, using a minimum of class time for this purpose. **We ask that all birthday treats brought to school be peanut-restricted.** If a balloon or flower bouquet is delivered to the school, it will be kept in the office until the end of the day to avoid disrupting the learning environment. Please consider having such items delivered to the home address. Please do not allow home party invitations to be distributed at school unless a whole class is being invited. This will help to avoid hurt feelings of students not receiving invitations.

### **BREAKFAST**

A breakfast program is available to all students. Please contact the school office for price information. Breakfast will be served from 7:45 a.m. – 8:05 a.m. Students will be able to enter the elementary building no earlier than 7:45 a.m. Students are expected to behave in a respectful manner and to be on time for breakfast and class.

### **CALENDARS FOR THE SCHOOL YEAR**

Please consult the attached school calendar for information about school vacation and scheduled early dismissals. A Carlisle School Calendar is distributed to all patrons of the district and is also available on our district website: [www.carlislecommunityschools.com](http://www.carlislecommunityschools.com).

### **CANCELLATIONS, DELAYS OR EARLY DISMISSALS OF SCHOOL**

Announcements of school cancellations or early dismissals are made over radio stations KRNT, WHO, and KIOA. In case of severe weather or an emergency situation, cancellations can occur at any time. The district will also utilize our Emergency Response System, sending out mass phone calls/e-mails, when appropriate. This system contains the most recent contact information provided by parents so it is important that we be given any updates. It is the responsibility of the parent/guardian(s) to inform his/her child what to do and where to go when the parent will not be home. Each child should understand his/her alternate emergency plan. Parent/Guardian(s) are responsible for completing and returning the Emergency Early Dismissal Plan form sent home by the classroom teacher. Should this plan change in any way, please notify your child's teacher. **It is extremely important that we maintain current emergency plan information for your child in order to assure their safety.**

Early dismissals are scheduled throughout the year for collaboration/professional development opportunities for staff. These days give teachers time to learn and share

professional information that will benefit our students. This time may be used for grade level or department meetings, for staff training, for review and revision of curriculum content, and for the development and practice of effective learning strategies. The usual dismissal time on those days is 1:00 P.M. It is the responsibility of the parent/guardian(s) to be aware of and make accommodations for their children on early dismissal days.

### **CELL PHONES**

The use of cell phones during school hours is prohibited. All phones must remain in bags/lockers during the school day and while riding the bus. Students may request to use the office phone, if necessary.

### **CHANGE OF ADDRESS/CONTACT INFORMATION**

Please notify the school immediately if you have a change of address or phone number during the school year. It is very important for emergency and administrative reasons that up-to-date information on every student be available in the school office.

### **CHARACTER COUNTS!**

Our character education program is based on the six pillars of *Character Counts!*: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Parents and students will receive monthly information containing suggestions for home discussion and activities. This program will be reinforced by the classroom and guidance teachers.

### **COMMUNICATION**

Each Friday the Superintendent's office publishes the Commu-O-Gram which contains pertinent school announcements, school lunch menu, and upcoming events. Each elementary child will receive one to bring home. Patrons may also request on-line copies of district publications. Building and classroom newsletters are also distributed on a regular basis.

When sending a note or money to school, please provide your child with clear delivery directions (and always place money in a marked envelope with student name and recipient). Also, the school regularly sends newsletters and papers home with students. Parents are responsible for knowing the contents of the notes or papers sent home and for promptly returning any requested forms.

## CONCERNS

If you have any concerns regarding a situation at school, you are urged to follow this procedure:

1. Contact the involved staff member to discuss the problem and possible solutions.
2. If the concern is not resolved, request a conference with either principal.
3. If the concern is not resolved, contact the superintendent.

## CHAPTER 103

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s Web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## DEFINITIONS

In this handbook the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designees unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## DRESS

There is a strong connection between academic performance, student’s appearance and student’s conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of

students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats or rollerblades (Heelys); and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Children should wear comfortable clothes and shoes that will permit them to participate actively in gym class and recesses each day. During hot weather, shorts are permitted; however, all classrooms are air-conditioned and are often very cool. In the fall and spring, students will be more comfortable if they dress in layers and bring appropriate jackets for outdoor activities.

During cold weather, students need to wear warm coats, hats, and gloves. Boots and snow pants may be required for playground activities depending on the condition of the playground areas. If a child is insufficiently dressed for cold temperatures, the classroom teacher may exclude a student from participating in outdoor recesses.

### **ELEMENTARY MEDIA GUIDE**

The purpose of the elementary media center/library is to offer general information, picture books, fiction, references, periodicals, and multi-media collections for the students and teachers. Materials are selected for their educational and recreational value. Classes visit the Randleman Memorial Library once every six/seven days. Individual students may visit the media center at appropriate times throughout the day. Kindergarten students may keep media materials for one week. Students in first through third grades may keep their books for two weeks. Magazines, cassette tapes, records, and videotapes may be borrowed for one week.

We do not charge fines for overdue materials. We do charge for lost and damaged materials. These fines are to be paid by the user.

### **EMERGENCY DRILLS**

Periodically the school holds emergency fire and tornado 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 exits 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.

### **EMERGENCY INFORMATION**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. **Parents must notify the elementary office if the information on the emergency form changes during the school year.**

### **EQUAL EDUCATIONAL OPPORTUNITY**

The school district does not discriminate in its education programs or educational activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status. Students are educated in programs which 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. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Dr. Tom Lane and he can be reached at (515) 989-3589. Inquiries 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 the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5295.

### **FIELD TRIPS**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents. If a parent is asked and agrees to assist with supervision, no younger siblings are allowed to attend for safety reasons.

## GUM AND CANDY

Gum and candy are not permitted at school and are not appropriate for school lunches. Exceptions may include parties, birthday treats, and occasional classroom rewards. Healthy snacks are always encouraged.

## 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, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services. Parents are encouraged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org> for more details.

## HEAD LICE

The incidence of head lice (pediculosis) has been increasing over the last few years. The Iowa Department of Public Health has identified this as a community-based problem. The resistance of lice to many of the current over-the-counter medications has added to this problem.

Individual class notification of head lice is no longer necessary because parents should assume there is head lice at school at all times. Weekly checking for head lice as part of your child's routine hygiene care must become the parent's responsibility. Due to the large ratio of students per school nurse, parents are able to do a more thorough and effective job of examining their child's head. Our school nurse or her assistant will be happy to assist you with any questions you may have regarding identification and treatment of head lice. **While head lice are an extreme nuisance, it is very important for parents to understand that head lice do not pose any health hazards.**

## HEALTH SCREENINGS

Vision and hearing screenings will be conducted for each student in the elementary. A teacher or a parent/guardian may also make requests for screenings. If there is any concern, parent/guardian(s) will be notified.

## HOMELESS STUDENTS

Homeless students attending Carlisle Schools may be eligible for additional supports and assistance. Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- (1) A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- (2) A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (3) A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- (4) A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs (1) through (3) above.

Please contact your school counselor or principal if you meet any of the above criteria.

### **HOMEWORK**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. **As part of our continued emphasis this year on increasing reading fluency and comprehension scores, all students in preschool-5<sup>th</sup> grade will be required to complete a minimum number of minutes of reading each week at home and to submit monthly reading logs which have been signed by parents.** We appreciate your support of this effort and hope to instill a life-long joy of reading in our youth.

### **ILLNESS/ABSENCES**

Regular attendance is a very important part of education. In order to decrease the chance for spreading illness to others at school, please keep your child home if he/she has:

- Had a temperature of 100 degrees or more in the past 24 hours.
- Vomited in the past 8 hours.
- Had diarrhea in the past 8 hours.
- A bacterial infection (strep throat, etc.) that has not been treated with antibiotic for 24 hours.
- A constant cough that would disturb your child and the class.
- A communicable disease (chicken pox, impetigo, conjunctivitis, etc.) and has not received written authorization from your doctor or school nurse for readmission to class.
- An ailment that would override your child's learning.

## IMMUNIZATIONS AND VACCINATIONS

By law, all children must submit the following minimum standards for immunization prior to the beginning of the school year or upon entry to the Carlisle Community Schools. Proof of at least one of each required immunization must be submitted prior to enrollment. All new students arriving from outside the United States must show proof of immunization before admittance to the district. The immunization record must contain the date of the immunization (month, day, year) and signature of the doctor or health official.

- **DPT/DT Booster** – Three doses with at least one dose after applicant’s 4<sup>th</sup> birthday if born on or before September 15, 2000. **Or** four doses with at least one dose after applicant’s 4<sup>th</sup> birthday if born after September 15, 2000.
- **Polio Booster** - at least three doses with one dose given on or after the age of 4 years.
- **(Measles, Mumps, Rubella)** – One dose given after 12 months of age, the 2<sup>nd</sup> dose received no less than 28 days after the first dose.
- **Hepatitis B** – Three doses if applicant was born on or after July 1, 1994.
- **Varicella** – One dose given on or after 12 months of age if born after September 15, 1997 or applicant has a reliable history of the disease.
- **Although a TB test is not required, it is recommended for students who have lived outside of the United States.**

Immunizations are available at:  
Polk County Health Department  
1907 Carpenter  
Des Moines, IA  
\*Call 286-3798 for an appointment

You may also contact the school’s nurse, Cindy Moorman, at 989-5330 for additional clinics that provide immunizations at no- or low-cost to qualifying families.

## INFECTIOUS AND COMMUNICABLE DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician’s approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

## INITIATIONS, HAZING 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 (may be done with parental assistance), 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, or trouble persons when it:

- 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 remark of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

## **INSPECTION OF EDUCATIONAL MATERIALS**

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

## **INTERNET**

Students may be able to access the Internet through their teachers. 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 amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words; the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

## **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students

to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while the students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rules, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students and parents are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the elementary office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **LEAVING SCHOOL BEFORE DISMISSAL**

If it is necessary for a student to leave school before the regular dismissal time, he/she must bring a note from home stating the reason, time, and place. The note must indicate if the student will be leaving with someone other than the parent/guardian with physical custody. The note must be signed by the custodial parent/guardian.

Students will not be allowed to leave with someone other than the parent/guardian until permission from the custodial parent/guardian has been obtained. All students leaving before dismissal time are to be picked up and signed out at the office. If you are picking up your child, please come directly to the office to sign him/her out and the classroom

teacher will then be notified. No elementary child will be allowed to leave school grounds without being signed out by an adult.

### **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 and provide necessary paperwork. The school district needs to know when these changes occur to ensure that the school district has a current student record. Only legal names are recorded on students' permanent records.

### **LOST AND FOUND**

Parents and students are encouraged to check the lost and found boxes by the offices throughout the school year. Please encourage your child to be responsible for his/her personal property. Label all articles with your child's name, including lunch boxes and clothing items. Items which are not claimed by the end of the year are donated to local charitable institutions.

### **LUNCH**

In accordance with USDA regulations for the National School Lunch Program, a student lunch consists of a 2 oz. serving of meat/meat alternate, two or more servings of fruit and/or vegetables, bread alternate, and milk. The published menus are also available online on our district website. A school hot lunch is available to all students. Price information is available at registration and by calling the school office. Application forms for free and reduced lunches are available at registration and in the office throughout the school year. This form must be filled out on a yearly basis.

Students will need to give lunch/milk money to their classroom teacher in the morning. Generally, students in grades kindergarten and first grades have extra milk breaks once a day which are not provided for under free or reduced lunch waivers.

Parents/Guardians are welcome and encouraged to eat with their children at any time. Please notify the office in the morning if you plan to eat hot lunch at school. Grade-level lunch times are as follows:

- Kindergarten: 11:05 a.m.
- First grade: 11:30 a.m.
- Second grade: 11:55 a.m.
- Third grade: 12:20 p.m.

Students who bring cold lunch may purchase milk or bring juice/water. Please do not send soft drinks to school with cold lunches.

## **MEDICATIONS**

We prefer that medications be managed by the parent/guardian at home, if at all possible. If necessary, with proper documentation, prescription and non-prescription medications will be administered during the school hours.

Any prescription medication brought to the school must be brought to the nurse in the original container provided by the pharmacist. All the following pertinent information must be on the container: student's name, name of medication, dosage, time to be given, special instructions, date and name of physician.

Inhalers are prescribed medication. However, a student may carry his/her inhaler if we have a written doctor's note on file with the school nurse.

School personnel may give over-the-counter medications if parents/guardians have signed a permission form and the medications are sent to school in the container in which they were purchased, labeled with the student's name, name of medication, dosage, time to be given, and special instructions.

A note must be sent for your child to have cough drops at school. With a note, students may take a cough drop at the teacher's discretion, as long as there is no disruption to the class. The cough drops stay in the teacher's possession.

## **NON-CUSTODIAL PARENTS**

Upon request, non-custodial parents of students may receive school bulletins, report cards, and other school communication. It is the responsibility of the non-custodial parent to contact the school to make requests for such items each year.

## **NURSE**

A school nurse is employed by the Carlisle Community School District. It is the parent/guardian's responsibility to notify the school each year if your child has a serious health problem such as diabetes, epilepsy, heart problem, etc. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

The nurse is responsible for the maintenance of health records, vision screening, parental contacts concerning absences and/or health problems, care of minor injuries, and assistance in the teaching of health. The nurse is not responsible for medical diagnosis. The nurse also serves as a member of the staffing team for children with special concerns, and as a liaison person with medical personnel and community health agencies when appropriate.

## OPEN ENROLLMENT

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following deadlines:

**September 1, 2009** – last day for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for the 2009-2010 school year.

**March 1, 2010** – last date for regular open enrollment requests for the 2010-2011 school year.

Applications must be filed with the district of residence **and** the receiving district. Please contact Jean Flaws, board secretary, if you have questions regarding this process.

## PARENT/TEACHER ORGANIZATION (PTO)

The Carlisle School District is honored to work in conjunction with the Carlisle PTO. This dedicated, active parent organization is geared to preschool through fifth grades. Monthly meetings are scheduled and participation is encouraged. This organization provides many services and opportunities for our elementary students. For further information regarding PTO involvement and volunteer opportunities, please feel free to contact the elementary office.

## PARTIES FOR HOLIDAYS AND BIRTHDAYS

Parties are typically held during the school day during the fall and again at Valentine’s Day, or for other special occasions. Birthdays are important for children, and we would like to give them the opportunity to commemorate the day, using a minimum of class time for this purpose. **Due to life-threatening allergies present in our student population, we ask that all treats brought to school be peanut-restricted and commercially prepared, if possible (allowing us to check the list of ingredients).** If a balloon or flower bouquet is delivered to school, it will be kept in the office until the end of the day. Delivery of such items to the classrooms is disruptive to the learning environment and a safety concern if transported on the bus. You are urged to deliver such items to the home address.

Invitations to parties outside of school may be distributed at school only if all students in the class are invited and the distribution does not disrupt the regular classroom routine.

If you do not want your child to participate in holiday or birthday celebrations for personal or religious reasons, your desires will be honored. Please contact the classroom teacher to make individual arrangements.

## PERSONAL ITEMS

Bringing personal items (including, but not limited to, iPods, trading cards, and electronic games) not related to the function of the school is prohibited for the following reasons:

1. Bringing these items may result in them being damaged – the school and its population are not responsible for damaged or lost items.
2. Bringing these items may be a disruption and interruption to the educational process.
3. Bringing these items may create social conflict among students, thus being a disruption to the educational process and the effective management of a classroom.
4. Bringing these items may interfere with the student's opportunity for social play and/or safety at recess times.

## PETS

Due to health and safety concerns, we do not allow pets of any kind to be brought to school. Photos are encouraged if a student wishes to share a family pet with his or her classmates.

## PICTURES

Individual student pictures are taken each fall. Detailed information about the prepaid packages will be sent home about one week in advance. Class composite pictures will be distributed to all students, without cost.

Pictures will also be taken each spring as a fundraiser for the elementary school. Purchase of the pictures is optional and available after viewing the picture package.

## RECESS AND NOON TIME

Fresh air and exercise are important for growing boys and girls. Students do go outside regularly for recess, except during extremely inclement weather. Each grade level receives 35 minutes of recess each day (which is above the requirements of the Healthy Kids Act), in addition to regularly scheduled PE classes. Parents/guardians are asked to have their children dressed accordingly, including boots, hats, and gloves. For comfort and safety reasons, students not wearing boots or snow pants on snowy days will be restricted to playing on a cleared part of the hard surface playground. As weather can change rapidly, playground supervisors may also send individual students back into the building when the student lacks protective clothing.

We will not keep children in from recess unless they have a written note. Students are more ready to sit and pay attention to their lessons if they have had a chance to be physically active at recess and, at a minimum, receive some fresh air. **If a request is**

**made for a student to remain indoors for more than two days, a doctor's note will be required.** Students who are requested to remain indoors will be sent to the office with a quiet activity or book.

Classroom teachers may restrict equipment that children bring to school to use at recess. Students are responsible for their equipment that they bring to school. In all cases, the school accepts no responsibility for lost or broken items, and asks students to leave such personal items at home. Please do not send Game Boys or other expensive items. We would prefer that students be physically active during recess times.

During recess, the students are supervised by classroom teachers and associates. They are to respect the playground and equipment rules. Students who do not abide by the rules may be asked to sit out for a period of time or be referred to the office for disciplinary action.

### **REPORT CARDS**

Scheduled parent-teacher conferences are held during the first and second trimesters, and trimester reports are sent home with pupils at the end of each trimester. Purposes of the parent-teacher conferences are for parents and teachers to share information about the child and for the teacher to report the student's school progress. Additional conferences may be arranged by either the teacher or parent, as desired.

### **SCHOOL FEES**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **SCHOOL SAFETY**

In our efforts to provide a safe environment for your children at school, all the entrance doors will be locked except for the west doors on 5<sup>th</sup> Street (by the elementary office) and the east doors (by the nurse's office) after the students have arrived in the morning. Please use the 5<sup>th</sup> Street entrance when entering the building during the day for any reason and check in at the elementary office.

## **SECTION 504 STUDENT AND PARENTAL RIGHTS**

As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided to students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- inspection and review of your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- a hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

### **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 investigator to look into the allegations. The school district has designated Diana Whited and alternate Tim Norton as its Level I investigators.

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

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

### **SKATEBOARDING AND ROLLERBLADING**

Skateboarding or rollerblading on school property is prohibited at all times.

### **STANDARDIZED TESTS**

Students are given standardized tests annually and include, but are not limited to, DIBELS for grades PK-3 and ITBS for 3<sup>rd</sup>. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state and federal laws. Students are tested unless they are excused by the principal.

### **STUDENT BEHAVIOR AND SAFETY WHEN RIDING A BICYCLE**

Students in kindergarten, first, and second grades are discouraged from riding their bikes to school. The final decision about riding a bike to school, however, rests with the parents/guardians. Bike riders are asked to park their bikes in the provided racks. The use of bike locks is encouraged. Students are to walk their bikes once on the school grounds, including the pedestrian cross walks. Continued abuse of bicycle safety rules at school could result in the denial of the privilege by school officials. Helmet use is strongly recommended, and the school will work with families to purchase needed safety equipment.

### **STUDENT BEHAVIOR AND SAFETY WHEN RIDING THE BUS**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct for further disciplinary action.

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

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

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open the windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and respectfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited.

### **STUDENT BEHAVIOR AND SAFETY WHEN WALKING**

All elementary students are to use the painted crosswalks to cross adjacent to the school grounds. Please note that the crosswalks directly outside of the elementary office and directly across from the playground entrance off 5<sup>th</sup> Street have been eliminated. Elementary students should also cross Highway 5 with the crossing guard. The City of Carlisle provides the crossing guard for the safety of the students. Parents/Guardians are advised that the guard is on duty during school days and also covers early dismissal times.

School rules apply before and after school when students are in the school area. Please do the following to help to ensure your child is safe when walking to and from school:

1. Plan the safest route to and from school. Be sure that your child understands that he/she must follow that plan.
2. Teach your child to cross streets at crosswalks and street corners.
3. Encourage your child to come directly home after school.
4. Teach your child never to talk to strangers or accept gifts or rides from strangers.
5. Teach your child to respect other people and property.

### **STUDENT ILLNESS OR INJURY AT SCHOOL**

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

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

### **STUDENT LOCKERS AND DESKS**

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

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school

policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

## **STUDENT RECORDS**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request.

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

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

Parents may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent, the district will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

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

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

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

4. The right to inform the school district the parent does not want directory information including name, address, and telephone number to be released. The objection needs to be renewed annually.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **STUDENT SEARCHES**

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

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

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

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

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

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as

jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### **TEACHER QUALIFICATIONS**

Parents/guardians in the Carlisle Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, current licensing status of the teacher and baccalaureate/graduate certification/degree. You may also request the qualification of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program.

Parents/guardians may request this information from the Office of Human Resources by calling 989-5309 or sending a letter of request to the Office of Human Resources, 430 School Street, Carlisle, IA 50047.

### **TELEPHONE**

The office telephone is for school business and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school. Parents/Guardians are asked to help students plan ahead for their after-school activities so that calls home are not requested.

If an emergency arises, you may call the school office, 989-0339, and we will deliver a message to your child as soon as possible. Instruction will not be interrupted by calling your child to the phone unless deemed necessary by office personnel.

### **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

### **TRANSFER**

You are asked to contact your child's teacher and the office if you are moving and your child will be attending another school. Records will be mailed directly from our office to the new school when the request is received.

### **USE OF SCHOOL DISTRICT FACILITIES**

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored organizations for the purpose of meetings or activities. District patrons wishing to use the school district facilities should contact Dan Crum in Central Offices to reserve a room. School district policies, rules and regulations are in effect during these meetings and activities.

### **WAIVER OF STUDENT FEES**

Students whose families meet the income guidelines for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care may be eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **VISITORS**

We invite you to frequently visit your child's classroom and to eat lunch with him/her. It is an opportunity for you to learn more about our educational programs. To provide the safest learning environment possible, all visitors are asked to report to the office upon entering the building. The secretary can then notify the classroom teacher of your arrival. Please use the 5<sup>th</sup> Street entrance when entering the building. You will then be issued a visitor's badge which you will return when you check out at the conclusion of your visit.

Classroom visitations are usually more profitable after the third week of school in the fall to allow students a proper adjustment period. In order to make your visit a worthwhile experience, we request that you contact the teacher one day in advance, if possible. We encourage active parent participation in the classroom.

**Please do not bring younger children for a classroom visit.** They are often distracting to both you and the students. Children not enrolled at the elementary may not visit in the classrooms unless arrangements have been made with the building administration.

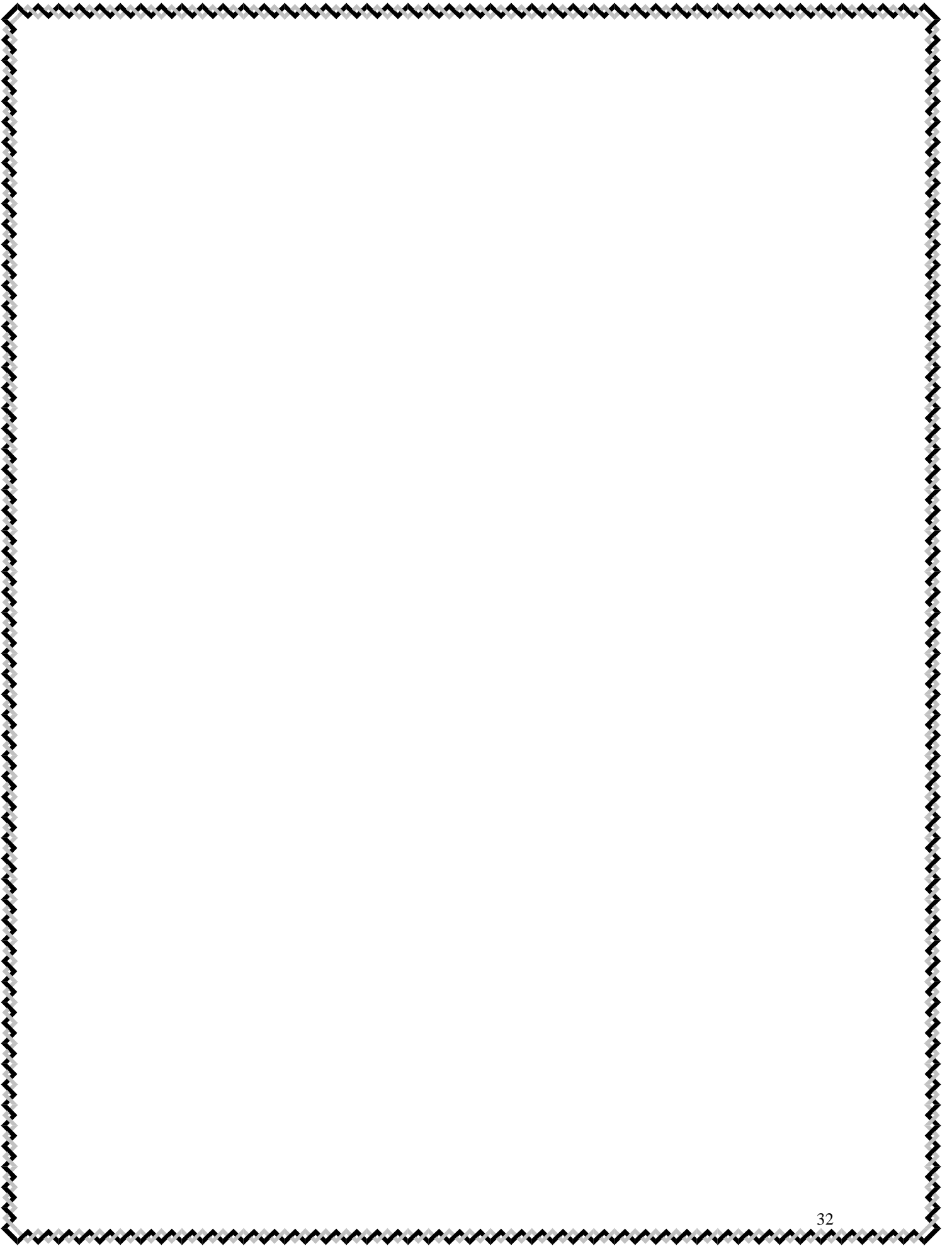
If you wish to have a conference with your child's teacher, please contact the teacher to arrange for a mutually convenient day and time.

Parents/Guardians needing to deliver a cold lunch, school supplies, or other items for a child are asked to leave such items at the office so as not to disrupt a class in session. Your child will be notified and will collect the items at an appropriate time.

### **VOLUNTEER PROGRAM**

We welcome parents/guardians willing to give their time during the week to help individual students or work with small groups. We will schedule times to your convenience. Consider volunteering by calling the office, contacting your child's homeroom teacher, or our Parent Teacher Organization. Volunteers are greatly appreciated by both the students and staff.





## ELEMENTARY STAFF

### Administration

- Barb Niemeyer, Principal
- Tim Norton, Asst. Principal

### Secretarial

- Kelly Thomas, secretary
- Chris Stickley, receptionist

### Counselors

- Rhonda Ray
- Julie Long

### Nurse

- Cindy Moorman

Title I Reading: Tricia Smith

### Special Education

- Stacey Dunn
- Val McCaughey
- Kathy Jennings
- Elizabeth Churchill
- Louise Noring

ELP: Michelle Robinson

### Specials

- Kris Hill, music
- Kristi Smith, media
- Denise Anderson, art
- Julie Kruse, PE
- Chris Pighetti, technology

### Preschool

- Marne Sievers
- Heather Donoho
- Katie Schnoor

### Kindergarten-Prep

- Lee Wyckoff

### Kindergarten

- Amanda Kirwan
- Carrie Moeller
- Brandy Baxter
- Diana Towers
- Stacey Fridley
- Val Smock
- Kate Wonders

### First Grade

- Amanda Stoner
- Kathi Borron
- Roxanne McGraw
- Kristin Kapusinski
- Alicia Koerselman
- Liz Crow

### Second Grade

- Marty Mitchell
- Cami Calhoun
- Haley Seuferer
- Katie Black
- Abby Sanchez
- Brittney Wills

### Third Grade

- Amber Kennedy
- Barbara Amfahr
- Candy Bloyer
- Allison Hoversten
- Jared Fletcher
- Emily Knutsen
- Krysta Gardner

E-mail addresses for individual staff members can be located on our district website:  
[www.carlislecommunityschools.com](http://www.carlislecommunityschools.com)