

Lakeview Elementary

Student Handbook

*All students will learn well,
become lifelong learners,
and contribute positively to society.*



2024-2025

TABLE OF CONTENTS

OPENING STATEMENT.....	5
Welcome Letter.....	5
School District Mission Statement, Philosophy, and Goals.....	5
School Rules.....	6
Equal Educational Opportunity Statement.....	6
STUDENT ATTENDANCE.....	7
Student Registration and Enrollment.....	7
School Day and Calendar.....	7
Daily Academic Calendar.....	7
Band.....	7
Choir.....	8
Arrival and Departure.....	8
Building Security.....	8
Student Transportation and Dismissal.....	8
After School Activities.....	8
Student Attendance.....	8-10
Reporting an Absence.....	9
Excused Absence.....	9
Unexcused Absence.....	10
Truancy.....	10
Excessive Absence Plan.....	10
Open Enrollment.....	11
Inclement Weather.....	11
STUDENT RIGHTS AND RESPONSIBILITIES.....	11
Title I: Parent-Student-Teacher Compact.....	11
Title I: Right to Know.....	12
Student Appearance.....	12
Student Care of School Property/Vandalism.....	12
Student Expression and Publication.....	13
Student Complaints/Grievances.....	13
Student Search and Seizure.....	14
Student Classroom Cubby and Desks.....	14
Student Valuables.....	14
Bicycles.....	14
Bullying and Harassment.....	14-16
Threats of Violence.....	16
Weapons and Weapon-Look-Alikes.....	17
Student Substance Abuse.....	17
Internet.....	17
Electronic/Technological Devices.....	18
Academic Integrity/Cheating.....	18
STUDENT CONDUCT.....	18
Good Conduct Rule.....	18
Discipline.....	18
Centerville Community School District Behavior Matrix and Consequences.....	19
Theft.....	19

TABLE OF CONTENTS

Fighting.....	19
Temporary Removal From Classroom.....	19
Student Suspensions.....	19-20
Student Expulsions.....	20
Physical Restraint and Seclusion of Students.....	20
Skateboards/Scooters/Rollerblades/Shoe Skates.....	20
Fines and Fees.....	20
STUDENT HEALTH AND WELLBEING.....	21
Personal Hygiene.....	21
Insurance for Students.....	21
Immunizations.....	21
Physical Examinations.....	21
Administration of Medications.....	22
Student Illness or Injury at School.....	22
Health Screenings.....	22
Sexual Abuse and Physical Abuse of Students by School Employees.....	22
Homeless Designation.....	22-23
Emergency Drills.....	23
Evacuation.....	23
Health Education List.....	23
STUDENT SCHOLASTIC ACHIEVEMENT.....	23
Conferences and Student Progress.....	23
Homework.....	23
Study Habits.....	23
Testing/Survey Programs.....	24
TAG.....	24
Health Education Program for Students.....	24
Awards.....	24
STUDENT ACTIVITIES.....	24
Assemblies.....	24
Field Trips.....	24
Student Government.....	25
Student Funds and Fundraising.....	25
School Pictures.....	25
STUDENT RECORDS AND INSTRUCTIONAL MATERIALS.....	25
Student Records; Family Educational Rights and Privacy Act Notice (FERPA).....	25
Student Directory Information.....	26
Release of Roster Information.....	26
Student Photos.....	26
Student Disclosure of Identity.....	26
Student Legal Status.....	26
School Library.....	26
Inspection of Instructional Materials.....	26
MISCELLANEOUS.....	27
Special Education Service Delivery Model.....	27
Student Guidance and Counseling Program.....	27

TABLE OF CONTENTS

Great Prairie AEA.....	27
Visitors/Guests.....	27
Substitute Teachers.....	27
School Nutrition Program and Free and Reduced Lunch.....	27-28
Buses and Other School District Vehicles.....	28
Bus Safety.....	28-29
District Owned Recording Devices.....	30
Parent-Teacher Association/Organization and Booster Clubs.....	30
Parent Volunteers.....	30
School Announcements.....	30
Lost and Found.....	30
Artificial Intelligence.....	30
Citizenship.....	31
Multicultural/ Gender Fair.....	30-31
School Supplies.....	31
ELEMENTARY SCHOOL RULES.....	31
Admission and Attendance.....	31
Communications To and From School.....	31
School Newsletter.....	31
Recess and Playground Rules.....	31
Cafeteria Rules.....	32
Food and Drinks.....	32
No Gum Policy.....	32
School Parties.....	32
Flowers, Balloons and Gifts.....	32
Party Invitations.....	32
Distribution of Materials.....	32
Show and Tell or Sharing Time.....	32
Pets.....	32
Solicitations.....	33
Loitering.....	33
School Telephones.....	33
Walking Students.....	33
ACKNOWLEDGEMENT OF RECEIPT.....	34

OPENING STATEMENT

Welcome Letter

Welcome to Lakeview Elementary! It is our desire to serve the young citizens of our community. This handbook is written to assist the students in Kindergarten-5th Grade and their parents. All rules, regulations, and information included are for clarification purposes and adhere to the policies of the Centerville Community School District. All such regulations are subject to change in accordance with the Board of Education policy.

Principal's Office, Mr. Baker - 641-856-0637

Associate Principal's Office, Mr. Hotek - 641-856-0709

School District Mission Statement, Philosophy, Goals,

Mission Statement: "All students will learn well, become lifelong learners, and contribute positively to society."

Philosophy: The Centerville Community School District will provide an environment where all students acquire excellent academic skills. Since students learn in many ways, the district will utilize a variety of instructional techniques. The Centerville Community Schools will teach students to develop skills and habits for success in school and life. The district will do this by providing activities that promote skills necessary to work in a team environment. The district will foster an atmosphere that stresses inclusiveness.

We will know that we have accomplished this when students:

- Recognize and strive to produce quality work.
- Accept responsibility for their behavior.
- Demonstrate excellence in the essential academic skills.
- Practice habits that will maintain good health and physical well being.
- Are life-long learners.
 - Are responsible, contributing members of our democratic society.

Goals of the Centerville Community School District

- Students will demonstrate competence in applying concepts and intellectual skills of:
 - Communications
 - Mathematics
 - Natural Sciences
- Students will receive preparation to be self-motivated, self-confident, and responsible.
- Students will receive preparation to become responsible and contributing citizens, including
 - Skills and habits needed for success in school and in life.
 - Knowledge and skills of a literate and able citizen.
 - Skills, knowledge, and habits needed to pursue a career.
 - Practice in working as part of a team.
 - Skills and habits needed to be healthy and to practice appropriate hygiene.

Goals of the Centerville Community School District (Operational)

- To keep a clear focus on the district mission, goals, beliefs, and research base as decisions are made and implemented.
- To provide a school climate in which there is the cooperation and commitment of parents, staff, students, and community to providing an educational setting where all students learn.
- To project, develop, and prioritize reliable budget and action plans based upon prioritized needs for the future that will insure a quality education within the limits of available resources.
- To develop and implement an educational program based on teaching carefully articulated objectives in each course for all students with the expectation that teachers will use instructional practices described in the district beliefs and practices documents and taught in our in service programs.
- To provide meaning and purpose in all instruction.

- To work to prevent learning problems and failures by providing time and quality instruction so all students can learn well.
- To develop responsible, accountable students.
- To prepare students to become lifelong learners.
- To assure that clear learning goals and student assessments are established and maintained through all classroom activities.
- To develop and implement a strong on-going staff development program based on effective school research and practices and closely tied to the curriculum and instructional goals identified by the community and staff.
- To welcome and support all students who wish to participate in the many district courses and activities.
- To provide clean, attractive, accessible, and comfortable facilities.
- To plan for inevitable changes and constantly strive to improve all aspects of the education process.

School Rules

All school rules are based on our belief system that all people need to respect self, others, and their environment. Each building and each teacher will have a set of rules in order to maintain maximum safety and educational opportunities.

Definitions

“The district” means Centerville Community School District.

“School” means Lakeview Elementary.

“Lakeview Elementary Administration or Administrative Staff” means current administrative staff.

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes school district buildings and vehicles.

“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.

Equal Educational Opportunity

Centerville Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Centerville Community School District’s educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

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 Andy Hotek and can be contacted 641-856-0601.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Centerville Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Bryan Baker is responsible for this process. Parents wanting access should contact district administration at 641-856-0601.

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Centerville Community School District for the first time must complete the full enrollment process.

School Calendar

The Centerville Community School District current school calendar may be found on our website at: <https://www.centervilleschools.org/>

School Day

A normal day is from 7:45 am – 3:15 pm. Students arriving after 8:05 are considered tardy. Students leaving before 3:00 pm will be counted as tardy.

Students in Kindergarten and First Grade who arrive at Lakeview between 7:30-7:45 am may sit in the main hallway on the benches. Students in Grades 2-5 who arrive between 7:30-7:45 am may sit in the gym to wait to be dismissed to their rooms. Students are supervised from 7:30-7:45 prior to being released to their classrooms.

Daily Academic Schedule

7:30 a.m.	School and Office are open-Breakfast is served
7:45 a.m.	Students are dismissed to their classrooms
8:00 a.m.	Students' Day Begins-Attendance is taken/Lunch Count
8:05 a.m.	Students arriving at 8:05 a.m. or later are counted Tardy
TBA	Lunch Times
TBA	Activities (band, chorus, etc.)
3:10 p.m.	Announcements-Dismiss Kindergarten and First Grade students
3:13 p.m.	Bus students in Grades 2-5 are dismissed
3:15 p.m.	Students walking or being picked up are dismissed.
4:00 p.m.	Office closes
3:30 p.m.	Teachers contract time ends

Art, Music, PE, Etc.

Art	All students
Guidance	All students
Library- Keyboarding-Coding	All students
Music	All students
P.E.	All students

Band

Instrumental instruction in our school begins in fifth grade. Beginners may obtain instruments by purchasing or trial leasing from music dealers at Beginning Band Night held early in September. Instruments may also be purchased from other retail dealers or private sources. Some students will be selected by desire and ability to play school-owned instruments.

Each student will receive one 20-minute private or small group lesson per week. Lessons are held during school time with some lessons prior to and following the regular school day.

Five weeks of summer lessons are offered of all fifth grade band students.

Each student receives one private/small group lesson each week. Lessons are scheduled from 8:00 a.m. to 3:15 p.m.

Fifth grade band meets twice a week beginning in October. More information about the school band may be found in the band handbook.

Chorus

Students in Grade 5 have an opportunity to sing in a choral group. To become a member the students must be interested in singing and have parental permission. The choruses perform at two concerts each school year. Auditions for 5th grade chorus will be held the first two weeks of each semester.

Arrival and Departure

Students being dropped off between 7:30 am and 8:00 am or picked up between the hours of 2:50 pm and 3:30 pm should use the East parking lot in front of Lakeview Elementary. Students should not arrive at school before 7:30 a.m. and should leave for home promptly after being dismissed. Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. Buses drop off on the West side of Lakeview Elementary. Parents may drop students off on the east side of the school, or out front of the building. Students are supervised by staff beginning at 7:30 a.m.

Building Security

During the school day outside classroom wing doors are locked as well as the front doors. All visitors and parents must enter through the main doors and sign in and out at the school office.

Student Transportation/Dismissal

Students who are going home other than the way they normally do are to bring a note from their parents or the school must receive personal telephone communication from the parents. The notes will be sent to the office and filed for the rest of the school year. If the student rides a bus they should bring the note to the office and office personnel will issue a bus pass that they will present to the driver before boarding the bus. In the interest of student safety everyone must follow this procedure

After School Activities

A variety of after school activities will be provided. Information will be sent home about each activity for which students may register. Permission slips are required for participation and a material or usage fee may be charged. Parents are responsible for student's transportation. After school activities are usually over at approximately 4:30 p.m.

Student Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law (*Iowa Code Chapter 299*) but is the only way a student can participate and benefit from Lakeview Elementary's education program and accomplish the student's educational objectives.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Lakeview Elementary office. If the student is returning to school during the school day, the student must have a completed check-in admittance pass prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

Accounting of Students

1. Students may go home for lunch providing they do so with parental permission. No student who eats lunch at school may leave the school grounds at noon without the written permission of his/her parents.
2. Students will not be released to anyone other than parents/legal guardians unless authorized by parent/guardian. If the legal status of custody or guardianship changes, then the legal documents must be presented to the administration.

Parents must send notes when their child is to go home with another child, be picked up other adults, or go to someone else's home. Without a note, the child will be sent home via the regular manner.

Emergency Information

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information

Reporting an Absence

When a student is unable to attend school, parents should call prior to 8:30 a.m. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. The phone number to call the Lakeview Office and report the absence of a child in Kindergarten thru 5th Grade is: (641) 856-0709. Students with pre-arranged absences are expected to make up work prior to the absence or make arrangements for completion of their work with the teachers. Students with other absences will make arrangements with their teachers for completion of their work. Time lost by truancy or tardiness may be made up before or after the regular school day.

Excused Absence

Students or Parents of minor students who know they will be absent must notify Lakeview Elementary office staff in advance of the absence. Absences approved by Lakeview Elementary office staff are considered automatically excused absences. Excused absences include but are not limited to: illness, family emergency, recognized religious observances, school activities, family trips/vacations, other family circumstances, other determined excused absences.

If advance notification is not possible, parents must notify Lakeview Elementary office staff on the day of the absence prior to 8:30 a.m. If notification is not received, the office will attempt to contact the parent at the given emergency number on file. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require: note written and signed by the parents, health care provider note signed by the health care provider, health care provider note signed by the parents, or other evidence.

Make-Up Work

Teachers will provide make-up work for absences. Parents need to call the office to request homework. Requested homework assignments will be available for pickup between 3:00-3:30 p.m. Teachers will not be expected to interrupt teaching to prepare homework assignments. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. In case a student's absence is known in advance, the teacher should be notified and planned assignments will be given. Two days per one-day absence will be allowed for completion of make-up work due to absence.

Note on Dentist and Doctor Appointments

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

Extra Curricular Activities - Attendance Requirements

A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through Lakeview administration.

Unexcused Absence

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by the Lakeview Elementary administrative

staff. An unexcused absence may become an excused absence should a parent or student of majority age offer a reasonable excuse. Examples of unexcused absences are:

- All absences that occur when a student leaves the building without permission to leave.
- Any absence not listed under EXCUSED ABSENCE where parents have knowledge of the absence.

An unexcused absence carries no penalty until nine or more unexcused are accumulated in a semester. At this point the Centerville Attendance Assurance Program is initiated.

Truancy

Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Students leaving the school grounds without permission will make up double the time missed. Law enforcement officials will be called and students will be considered truant.

Excessive Absence Plan

The Centerville School Board has limited the number of days a student can be absent from school to twelve (12) days or the equivalent of twelve (12) unexcused days of absence during a semester. Students are placed in the Centerville Attendance Assurance Program after they reach six (6) unexcused days of absence.

Notification of the Number of Days of Absence

Parents or guardians will be notified when a student has missed the equivalent of 6, then 9, then 12 unexcused days of absence from school. Finally, if the student misses the equivalent of 20 days of unexcused absence the parent will be notified that the student has been dropped from school.

(The Centerville Community School District prepared this as a brief explanation of our attendance policy adopted in 1992: The attendance policy has proven to be of concern to some parents. When explained, most parents understand the need for the attendance policy and support it. Imposing on parental rights is not the intent of the District. State law leaves the definition of excused and unexcused absences to the local district. The Centerville Community School District has adopted a conservative definition of what is excused. It has also provided several steps before consequences become severe. We want to work with parents to improve student attendance.

In developing the policy, the District attempted to balance two needs. The parental need to have students out of school a few days was considered and provided for in the policy. The public's need to assure regular attendance and high achievement was also considered. A few parents allow their children to miss school far too frequently and some even provide false excuses. The current policy was developed to encourage school attendance.

Students need not provide an excuse from a doctor for every childhood disease. Parents may keep children home with childhood diseases. These absences would be unexcused, unless accompanied by a doctor's excuse. However, there would not be consequences until the absences became excessive in a semester.

Consequences are based on absences within a semester. Consequences for absences do not accumulate from one semester to the next.

Student permanent records show the total number of absences and do not indicate how many were unexcused.

If you have any questions regarding the specific absences, please contact the building principals to develop a clear understanding of what will happen in advance.)

Open Enrollment

Iowa Open Enrollment law allows parents/guardians to enroll their child into a school district other than the district they reside in. An open enrollment application must be completed for each individual child. Students wishing to open enroll to another school or from another school to

Centerville must contact the superintendent of Centerville Community School District for more information.

During the 2024 Legislative Session, the State of Iowa made a change to the Open Enrollment Deadline. For the 2024-2025 school year, the Open Enrollment Application deadline is June 30, 2024. For the 2025-2026 school year and beyond, the deadline will be March 1, 2025.

Withdrawal

Parents should inform the school in advance of plans for student withdrawal. The secretary will prepare the transfer sheet and teachers will have student's personal things ready to take home. Arrangements also can be made for refund of fees.

Inclement Weather - School Delays, Cancellations, or Early Dismissal

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event of no school, this announcement will usually be made by 6:30 a.m. Early dismissal announcements will be made as early as possible. Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via social media and the following radio and tv stations:

Radio	Television
WHO (1040 AM)	WOI (Channel 5)
KCOG (1400 AM)	KCCI (Channel 8)
KLYF (100.3 FM)	WHO (Channel 13)

Should school be dismissed early due to inclement weather, parents will be notified by social media.. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the building administrator will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

STUDENT RIGHTS AND RESPONSIBILITIES

Title I: Parent-Student-Teacher Compact

School District Name: Centerville Community School District

Mission Statement: All students will learn well, become lifelong learners, and contribute positively to society.

Parent/Caring Adult:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. Provide a quiet place/time to study.
2. Expect and encourage my child to complete his/her schoolwork.
3. Make sure my child gets adequate sleep and has a healthy diet.
4. Make sure my child is at school on time and ready to learn.
5. Make sure my child reads, writes, and thinks about math on a daily basis.
6. Respect and cooperate with all students and adults.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

1. Complete and turn in schoolwork on time.
2. Be at school on time and ready to learn.
3. Take responsibility for my behavior and learning.
4. Help to keep my school safe.
5. Respect and cooperate with all students and adults.

Title I Teacher:

I understand the importance of the school experience to every student and my role as a teacher.

I agree to carry out the following responsibilities:

1. Teach necessary concepts to students.
2. Be aware of the needs of students.
3. Communicate with parents concerning their student's progress.
4. Provide a safe, positive, and healthy learning environment for students.
5. Respect the culture differences of students and their families.
6. Respect and cooperate with all students and adults.

Hand-in-hand we will work together to carry out the agreement of this compact.

Title I - Right to Know

The district will notify parents if their child will be assigned or taught for four or more consecutive weeks, by a teacher who is not a highly qualified teacher.

Student Appearance

Lakeview Elementary believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Lakeview Elementary believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of school administrators, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

- Shoes with cleats except for outdoor practices
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes).
- Clothing or accessories that are dangerous or could be used as a weapon.
- Displays of obscenity, profanity, or vulgarity.
- Discriminatory remarks.
- Clothing should be worn that is proper and appropriate for school.
- Students should not wear clothing that displays undergarments.
- Pants, shorts, and skirts should not be torn or expose a student's skin beyond a level of decency as defined by the school (shorts and skirts need to be finger length).

Students who refuse to comply or are found to be a habitual offender may be sent to the Lakeview Elementary administration who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures. (Policy reference 502.1.)

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to:

- Reimburse the school district for the actual cost of the damages.
- Reimburse the school district for the cost of labor to restore property.
- Clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.
- In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by Lakeview Elementary administrators, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Expression and Publication

The board of directors of Centerville Community School District protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy 502.5 Student Freedom of Expression.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by Lakeview Elementary administrators.

Student Expression

Lakeview Elementary aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Lakeview Elementary generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy 906.2 Citizen Concerns.

Student Search and Seizure

Lakeview Elementary believes that to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected. A student and protected student areas may be searched

without a search warrant based on a reasonable and articulable suspicion that law and/or school district policy, rule, regulations have been violated. Information on Centerville Community School District search and seizure policies may be found in board policies Code No. 502.10 Search and Seizure, Code No. 502.10R1 Search and Seizure Regulation, and Search and Code No. 502.10E1 Seizure Checklist.

Student Classroom Cubby and Desks

Students are allowed to use the classroom lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their classroom lockers or desks. The school district is not responsible for such items. Lakeview Elementary administrators may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies. Information on Centerville Community School District search and seizure policies may be found in board policies Code No. 502.10 Search and Seizure, Code No. 502.10R1 Search and Seizure Regulation, and Search and Code No. 502.10E1 Seizure Checklist.

Student Valuables

Common sense is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff will not be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office.

Bicycles

Centerville ordinances require the registration of all bicycles. In addition, students should record their bicycle serial numbers. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. All bicycles will leave the school grounds by the east entrance after the buses leave the parking lot via West Francis Street. (Code No. 502.3) Students who ride bicycles to school are expected to abide by local traffic laws and practice bicycle safety. Upon arriving at the school grounds the bicycle is to be parked in the bicycle rack and is to remain there until the student goes home. Bicycles are not to be ridden during the regular school day. Students who ride bicycles will be dismissed at the same time as those who walk. Students who fail to follow the rules will have the privilege of bike riding removed, and may also be subject to additional discipline. Rollerblades, roller skates, skateboards, scooters, and snowboards should be used to get back and forth to school and should not be brought into the school building at any time.

Bullying and Harassment

The Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time

frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student. If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance.
 4. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is 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.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or

policy. The investigation may include, but is not limited to the following: A request for the Complainant to provide a written statement regarding the nature of the complaint; A request for the individual named in the complaint to provide a written statement; A request for witnesses identified during the course of the investigation to provide a written statement; Interviews of the Complainant, Respondent, or witnesses; An opportunity to present witnesses or other relevant information; and Review and collection of documentation or information deemed relevant to the investigation. Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside of the school district. A request for an interrogation must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. With the exception of a child abuse investigation, the administrator shall attempt to contact the parent or guardian of the child before allowing any interrogation.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after Centerville Community Schools receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible. Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found in school board policy 502.8. Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence:

- The student's intent and knowledge of their actions

- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or 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 the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to 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, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

Electronic/Technological Devices

We strongly recommend that personal electronic devices not be brought to school. Cell phones may be brought to school, but they must be turned off and in the student's book bag. Electronic devices that deter a students' education will be taken to the main office where parents will be contacted. Parents must come to the office and pick up the device. Laser lights will not be permitted at Lakeview. Laser lights brought to Lakeview will be kept in the office until a parent picks it up.

Academic Integrity/Cheating

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, a failing grade will automatically be recorded for the work and parents will be notified.

STUDENT CONDUCT

Good Conduct Rule

Participation in school activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school sponsored activities must conduct themselves in accordance with board policy, "Student Conduct" throughout the calendar year. Students disciplined under the good conduct rule shall receive appropriate due process given the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations. It shall be the responsibility of the superintendent, in conjunction with the administrative team, to develop administrative regulations regarding conduct for each school activity

Discipline

School discipline is guidance for the conduct of pupils in a way which permits the orderly and efficient operation of the school so that maximum educational benefits for all pupils can be achieved. Discipline will focus on the positive rather than the negative. Self-discipline is the optimum goal to be achieved by each student. Therefore, the ultimate purpose of discipline is to help each child develop self-control and respect for proper authority.

Centerville Community School District Behavior Matrix and Consequences

	Behavior Examples	Example Consequences	Responsible Staff	Intervention/Restitution
<p style="text-align: center;">Level 1 (No office referral required)</p>	<ul style="list-style-type: none"> Name Calling Dishonesty Incomplete Work Spreading Rumors Off Task Behaviors Minor Disruptions to the learning environment 	<p><u>First Offense:</u> Warning <u>Second Offense:</u> Apology letter, etc. <u>Third Offense:</u> Parent Phone Call/Note Home, Loss of Privilege (i.e. Recess, lunch detention) <u>More than three offenses:</u> Refer to next level</p>	<ul style="list-style-type: none"> Classroom Teacher The following report to classroom teacher: <ul style="list-style-type: none"> Building Associates Volunteers Custodian Other supervising adults 	<ul style="list-style-type: none"> Verbal promise to correct behavior. Restitution activities (apology letter, make up for lost learning time, assist teacher, etc.)
<p style="text-align: center;">Level 2 (Office referral form completed but student does not go to office)</p>	<ul style="list-style-type: none"> Insubordination Use of Profanity Cheating Spitting of any kind Inappropriate Body Gesture (includes disrespectful body language) Rough play/Horse Play Moderate disruptions to learning. Repeated or escalated level I offenses. 	<ul style="list-style-type: none"> Phone call to parents Formal referral documentation filed with the office. Time Out in Hallway/Classroom Other minor consequences as suitable to the behavior (Could be same as restitution activity) 	<ul style="list-style-type: none"> Classroom Teacher Social Worker 	<ul style="list-style-type: none"> Simple Behavior Contract Conference with Social Worker/Advisor/Counselor Restitution activities
<p style="text-align: center;">Level 3 (Office referral form completed and student sent to office)</p>	<ul style="list-style-type: none"> Stealing/Vandalizing Physical non-incident pushing/hitting/slapping/kicking Verbal threats of violence Violence/Blatant Disrespect to Staff Repeated or escalated Level 2 behaviors 	<ul style="list-style-type: none"> Conference with Principal Parent phone call/conference In-School Suspension, if warranted Out of school suspension, if warranted Other consequences as suitable 	<ul style="list-style-type: none"> Principal Classroom teacher reports to Principal Social Worker 	<ul style="list-style-type: none"> Behavior Contract Problem-solving conference with parents Restricted Schedule Conference with Social Worker/Advisor/Counselor Restitution activities as stated in behavior contract
<p style="text-align: center;">Level 4 (Office referral form completed and student sent to office)</p>	<ul style="list-style-type: none"> Sexual misconduct Bullying/Harassment of students or staff Endangering self and others with unsafe actions Possession of an object that has the likeness of a weapon and/or ammunition Repeated or escalated level 3 behaviors 	<ul style="list-style-type: none"> Conference with Principal/parents/other staff involved Out of school suspension Law enforcement referral Outside agency referral 	<ul style="list-style-type: none"> Principal Social Worker Counselor Law enforcement Central office personnel (if warranted) 	<ul style="list-style-type: none"> Behavior Contract Problem-solving conference with parents Restricted Schedule Conference with Social Worker/Advisor/Counselor Restitution activities as stated in behavior contract
<p style="text-align: center;">Level 5 (Office referral form completed and student sent to office)</p>	<ul style="list-style-type: none"> Physical Violence causing serious bodily injury Possession of a weapon and/or ammunition Threat with a weapon Repeat or escalated offenses from Level 4 	<ul style="list-style-type: none"> Automatic out of school suspension Law enforcement involved Conference with parents/Principal/Social Worker/Counselor 	<ul style="list-style-type: none"> Principal Social Worker Counselor Law enforcement Central office personnel (if warranted) 	<ul style="list-style-type: none"> Behavior Contract Outside Agency Referral

Theft

Theft is prohibited at school. Breaking this rule will result in disciplinary action according to the Centerville School District Behavior Matrix and Consequences. Law enforcement authorities may be called.

Fighting

Fighting is strictly forbidden in the school or on the school grounds. Breaking this rule will result in disciplinary action according to the Centerville School District Behavior Matrix and Consequences.

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the administrator.

Student Suspensions

The Superintendent of Schools, or a school building administrator or designee shall have the authority to suspend a student from school temporarily for the violation of the rules and regulations approved by the Board of Education, or when the student's actions vary radically from patterns necessary for the maintenance of a proper educational environment. Suspension may also be used in conjunction with procedures for expulsion. Due process shall be followed.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law chapter 103 - corporal punishment, physical restraint, seclusion, and other physical contact with students: Rule 281-103.7.

Skateboards/Scooters/Rollerblades/Shoe Skates

Skateboards, shoe-skates, roller-skates, roller blades, snowboards, scooters, and similar devices may not be ridden to school and should not be brought into the school building.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact Lakeview Administration for more information and waiver forms.

If a student enters:

- a. Before end of the 1st quarter - 100%
- b. Between 1st quarter and end of first semester - 75%
- c. After start of second semester - 50%

If a student leaves

- a. Before the end of 1st quarter - refund is 90%
- b. After 1st quarter, but before end of 1st semester - refund is 50%
- c. After start of 2nd semester, but before end of 3rd quarter - refund is 40%
- d. After end of 3rd quarter - refund is 0%

Lost Textbooks/Workbooks

Approximate charges for lost textbooks:

- 1-year-old 100% of purchase price
- 2 years old 100% of purchase price
- 3 years old 100% of purchase price
- 4+ years old 75 % of purchase price

Damages need to be assessed depending on if the book can be reused and how it has affected the life of the book.

STUDENT HEALTH AND WELLBEING

Personal Hygiene

Students are expected to be neat and clean. Those with unusual circumstances should be referred to the school nurse for counseling. Additional follow-up may be necessary from the guidance department.

Insurance for Students

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance programs for uninsured children. Parents can apply for low-cost health insurance for their children through the program.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission. Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's approved health care provider stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have

demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the building clinic and distributed by an employee with medication administration training. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their 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 student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, 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 may have been transported for treatment.

Health Screenings

Great Prairie AEA provides hearing screenings throughout the school year for our students. The grade levels for hearing screening will be determined on an annual basis by the AEA. If you do not want your child's hearing tested, please notify the school nurse in writing of this request annually. The school nurse will provide that documentation to the Great Prairie AEA hearing department prior to these annual screenings.

Sexual Abuse and Physical Abuse of Students by School Employees

Lakeview Elementary does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Centerville Community School District's Level 1 investigator is Lauren Baker and can be contacted at 641-856-0760. Centerville Community School District's Level 1 investigator alternative is Julie Caraccio. Allegations will be handled promptly and confidentially to the maximum extent possible.

Homeless Designation

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.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Evacuation

Hopefully, we will never need to take students from the immediate area. If it is necessary to evacuate the building students will be moved to a predetermined location. If it is necessary for students to be picked up at this location parents will be notified. If the emergency is canceled the students will return to school. For the safety of all the students please do not try to pick your child up before the emergency has been canceled.

Health Education List

Centerville Community School District provides the following age-appropriate and research-based materials and resources:

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/healthyyouth/parents/index.htm>

Iowa Department of Public Health

<https://idph.iowa.gov>

Resources for Child and Adolescent Health

<https://idph.iowa.gov/family-health/child-health>

Resources for Sexual Violence Prevention

https://idph.iowa.gov/disability-injury-violence-prevention/sv_prevention

Iowa Internet Crimes Against Children Task Force

<https://www.iaicac.org/Pages/resources.aspx>

Iowa's Recommended Health Education Standards

<https://educateiowa.gov/pk-12/instruction/health-education>

Iowa's Recommended Health Education Standards are the National Health Education Standards (NHES) Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/healthyyouth/health-education/index.htm>

Society of Health and Physical Educators (SHAPE) America

<https://www.shapeamerica.org/>

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Mid-quarter reports to parents will be sent during the fifth week of each quarter or during the fall parent/teacher conferences. Parents may receive email reports weekly from their student's teacher. Parents also have access to student's grades on a real time basis through the Power School online program.

If parents have any concerns or questions about their child's progress, they may contact their child's teacher. Additionally, parent-teacher conferences are regularly scheduled and held near the end of the first six-eight weeks of school and the end of the third quarter. Additional information about conferences will be sent to the parents as that time approaches.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Parents are expected to review a child's homework and their child's planner daily.

Study Habits

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits: 1) Come to class prepared with pencil, paper, and other necessary materials. 2) Be an active participant in class. Listen well and take part in class. 3) Ask questions to clarify problems. 4) Plan your day and schedule time for homework. 5) Use what is learned and apply it to new situations. 6) Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting Lakeview Elementary administrative staff.

ISASP- Tests are administered to all students annually in Grades 3-5 at Lakeview. These tests are given in the spring and the results are available to parents the following fall.

OTHER ASSESSMENTS MAY INCLUDE-

AEA-GREAT PRAIRIE – Assessments and probes, as needed to serve students

FAST – Reading and Math screeners that give teachers feedback on individual student needs and allow for more support to achieve the standards at specific grade levels.

TAG

Students are identified for Talented and Gifted programming (TAG) services through multiple measures. Parents are communicated with regarding their child's participation. The TAG program is class-wide beginning in First Grade. The TAG program is project-based at the 2nd-5th grade level. Students participation will be fluid through these grades and multiple units. The TAG plan is viewable by all parents and will be sent home with each student in the fall.

Health Education Program for Students

Lakeview Elementary provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level. Human Growth and Development instruction is provided by medical staff and the counselors that serve our building. It is provided for students in Grades 4 & 5.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the Lakeview Elementary administrative staff.. Parents who wish to review or file a written request must contact Lakeview Elementary administrative staff.

Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. An

assembly is held near the end of each school year for the presentation of these awards.

STUDENT ACTIVITIES

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students. Students not able to attend assemblies must report to the Lakeview Elementary main office.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Parents will receive notices of field trips well in advance of the scheduled trip date and may be asked to sign field trip permission forms. Appropriate school attire is expected on field trips. It is an extension of the classroom so school wide rules are still in place.

Student Government

Lakeview Elementary has a very active and effective student council for students in Grades 2-5. Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Elections for student council are held in October. Students who decide they would like to run for a student council or other officer position should contact the student council advisor for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of Lakeview Elementary administration at least one week prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the Lakeview Elementary administration prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the Lakeview Elementary administration prior to selecting a gift.

School Pictures

Individual student pictures will be taken early in the school year. Within six weeks of the photography session the pictures will be available. Class composites will also be made available to all students at no charge. Casual photos will be available for students in the spring.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Centerville School District's policy on education records and other related information and procedures contact the Superintendent's office..

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information shall include, but not be limited to: the student's name, address, telephone number, date and place of birth, dates of attendance, and other similar information.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into Lakeview Elementary administration by September 1st of the current school year.

Release of Roster Information

Each year we ask parents to fill out a new information sheet. This information is used to up-date permanent records. In the best interest of our students we use great discretion in releasing this information. Parents may sign a form requesting that we not release roster information concerning their children.

Student Photos

Centerville Community School District allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified. Photos taken will be included in the yearbook and other student publications., unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to Lakeview Elementary administration. Lakeview Elementary administration will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Centerville Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all

applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must follow proper procedures. Students are allowed to check out one or two of library materials at a time unless given explicit written permission from the librarian to check out more.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.3. Tests and assessment materials are only available for inspection with the consent of the Lakeview Elementary administration. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Lakeview Elementary administration.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact Lakeview Elementary administration who will provide all necessary forms, or they may access the objection forms through the school district's policy 605.3.

MISCELLANEOUS

Special Education Service Delivery Model

To access the Centerville Community School District Special Education Service Delivery plan visit the district website.

Student Guidance and Counseling Program

Lakeview Elementary maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows. A Guidance Counselor and School Social Worker are available to help students with social problems, personal problems, and crisis situations. Students and families are encouraged to make use of these professional services by arranging for an appointment by contacting the school or the counselor(s) directly.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *in writing*. If you have any questions and/or concerns about these services, please call the AEA Regional Special Education Consultant at the AEA at 641-682-8591.

Visitors/Guests

Visitors are welcome to Lakeview Elementary under certain circumstances. Visitor parking is located in the front parking lot. Board of Education policy requires visitors to check in at the secretary's office when visiting. Visitors are encouraged to call in advance of a visit to avoid conflicts with schedules, testing, etc. Student visitors are not permitted unless accompanied by an adult or invited by the classroom teacher as a part of their class activities. Remember that very young visitors are often disruptive to the educational environment.

Substitute Teachers

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

School Nutrition Program and Free and Reduced Lunch

Lakeview Elementary operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact Lakeview Elementary Administration.

The student price for breakfast is \$2.20 daily, \$11.00 weekly, or \$44.00 monthly. The student price for lunch is \$3.25 daily, \$16.25 weekly, or \$65.00 monthly. The price for extra milk is \$0.60. At any time parents wish to make any changes of status or put a limit on the amount spent, they need to write a note to the Nutrition Department. If parents have any questions they may call 856-0643 from 7:30 A.M. to 3:00 P.M. Payments may be sent to Centerville Nutrition Department, 1800 South 11th St., Centerville, IA 52544, or send to school in an envelope, labeled with student's name and lunch ID number. The Centerville Department of Food and Nutrition uses the Lunch Cashier Computerized System to keep track of family meal accounts. Confidentiality continues to be one of our main goals and this program allows maximum confidentiality for all families, whether paid, reduced, or free.

Each student has a four-digit lunch ID number; students use their lunch ID number whenever they purchase items in the cafeteria.

The cashier system will enable parents to write one check that will be deposited into a family account. Please write the student's name and lunch ID number on the payment.

When a student's account reaches a low balance, a reminder will be sent home with the student. Remember that this is not a charge account. Accounts are to be prepaid.

Breakfast

Breakfast is served between 7:30 to 7:55 am.

Hot Lunch

A student must take three of the five components: meat/meat alternate, fruit, vegetable, bread, and milk. To vary from this regulation a written letter from a qualified medical doctor specifying the food(s) the child cannot eat must be on file. This is done only in extreme cases of the child being allergic to specific foods. If a child is eating hot lunch, they cannot supplement the offered foods.

Healthy Kids Act

The Healthy Kids Act was enacted on July 1, 2009. All food sold in ala Carte, vending machines and fund raisers during the school day must pass Healthy Kids Act Lunch Program content standards. Our lunch programs, physical activities and fundraisers follow these guidelines.

Buses and Other School District Vehicles

Buses and other school district vehicles ("vehicles") are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

Bus Safety

All students riding a bus are subject to the following regulations. Any misbehavior, which distracts the driver, is a hazard to the safe operation of the vehicle and jeopardizes the safety of the passengers.

Every school bus and driver has been supplied with the School Bus Incident Reporting System, which reflects the rules of student conduct. Rules are posted at the front of each bus. Students will be cited for the following activities:

Failure to remain seated	Refusing to obey Driver
Fighting	Profanity
Lighting matches (lighter)	Use or possession of Tobacco
Throwing objects out of bus	Hanging out of window
Spitting	Disobeying Bus Monitor
Bothering others (Disrespectful)	Vandalism
Eating or Drinking	Other Illegal Acts
Throwing objects on bus	Other inappropriate behavior

Within three days of your child being reported for any founded violation, the Director of Transportation or designee will take the disciplinary actions outlined below. Parents will be notified of any disciplinary action by the Director of Transportation or designee. More serious offenses, as decided by the school bus driver and described below, may result in immediate suspension of riding privileges.

To ensure addressing the discipline concern promptly, conferences must be arranged within three school days of the report being filed. If a family does not have a home phone, the emergency number or contact person listed on the student's school records will be contacted to establish the conference.

First Citation

Conference may consist of the Director of Transportation or designee, student, parent(s) and within 5 days from when the report is filed. If the conference is not held within 5 school days, unless the delay is wholly caused by school personnel, the student will not ride the school bus until the conference is held.

Second Citation

Suspension of riding privileges for one to four days.

Third Citation

Suspension of riding privileges for five school days or more as determined by the Principal and the Director of Transportation. On the third and succeeding citations, all school transportation privileges are suspended. This includes field trips and athletic trips.

More Serious Offenses

May result in the immediate suspension of riding privileges. The bus driver will notify the Director of Transportation and the parent informing them of the immediate suspension of riding privileges. The riding privileges will be suspended until appropriate behavior is guaranteed and atonement is made for the offense. Parental conferences must be held before riding privileges are reinstated.

More Serious Offenses

Could include but are not limited to any of the violations listed in the violations' section. In addition to the offenses listed above, a student receiving a second citation before the first citation is resolved, will lose riding privileges until both citations are resolved. This provision of the rules is intended to allow the immediate suspension of riding privileges for students whose behavior distracts the driver and/or increases the danger to the bus, the driver, or to other students.

The Centerville Community School District Board of Education has authorized the use of video cameras on some school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a

student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Videotaped record of the student misbehavior is not required for the student to be determined to have violated the school rules.

District Owned Recording Devices

The Centerville Community School District Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration.

Parent-Teacher Association/Organization and Booster Clubs

Lakeview Elementary has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact Lakeview Elementary administration for more information. Parents are encouraged to become involved in these organizations that usually meet once a month. Please contact the school office or PTO president for additional information about your PTO. PTO meetings will be announced whenever possible in the monthly school newsletter or by notes sent home with your child. PTOs serve as a support for student education, to communicate information about the schools to parents, and to survey the community about desired educational services.

Parent Volunteers

Lakeview School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs and extracurricular activities. Please contact the Principal/Teacher if you have time you can share to make our school a better place for students to learn and grow. There is a formal paperwork process that must be completed prior and have school board approval. The approval is good for 1 year; at which time the process must be repeated.

School Announcements

Special announcements are made before school begins and before dismissal. Parents need to call the building secretary as early as possible to ensure there is time for the message to be recorded and announced.

Lost and Found

Lost and found articles are brought to the secretary's office in each building. Parents are urged to mark children's jackets, overshoes, mittens, lunch box, etc. in order to assist in identification. Loss of articles should be reported by the student to their teacher. Students are to turn into the office any articles they might find. Those items which are not claimed by the end of the school year may be discarded or donated to charity.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Citizenship

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 requires 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 will 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.

Multicultural, Gender Fair

Board Policy 603.13 Multicultural Gender Fair Program, "Children enrolled in school shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, ability, sexual orientation, gender identity or disability.

The program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect for appreciation from the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

School Supplies

Lists will be provided at the time of registration. Please label all school supplies, lunch boxes, gym shoes, coats, sweaters, and hats. Please keep school supplies replenished throughout the school year.

ELEMENTARY SCHOOL RULES

Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education. When students are transferring from another school, parents should arrange to provide copies of their academic record to insure their admission to the proper classes. Final admissions will not be made until a thorough evaluation of student records can be reviewed.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, 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. Parents are responsible for knowing the contents of the notes or papers sent home.

School Newsletter

A school newsletter containing items of interest to students and parents will be distributed monthly. The newsletter will feature timely information. Classroom and individual notices and reminders will be sent home periodically.

Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse approved by Lakeview administration that would excuse a student's outdoor participation. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess.

The playground is a place for safe, respectful play. Students are to remain on the blacktop or designated play area during outdoor recess. If the designated grassy areas are wet or muddy that area will be off-limits. Misuse or destruction of playground equipment will not be tolerated. Weather permitting; students are given a twenty-minute recess each day for the fourth and fifth grades and fifteen minutes for sixth grade.

Lakeview Elementary expects all students to play in such a manner that facilitates safety and respect. Physical fighting will result in immediate removal from the playground and other disciplinary measures may be enforced. School staff will supervise the playground outdoor recess. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised before or after school and students are expected to leave for home immediately following dismissal

Cafeteria Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. Due to health reasons students will not be able share their food.

Food and Drinks

Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria. The presence of food and drink in the classroom is very disruptive and causes a considerable litter problem. Students are expected to cooperate with this policy at all times, unless the Principal grants permission for a variation.

No Gum Policy

To promote a healthy and focused environment conducive to learning, elementary students are kindly asked not to chew gum while on school grounds.

School Parties

Lakeview Elementary holds classroom parties throughout the year. These include but are not limited to Fall, Winter, and Valentine's Day. Treats may be brought in for student birthdays, after the date and time is set by the classroom teacher. We do encourage healthy snacks. Snacks and food must be pre-packaged or purchased.

Flowers, Balloons and Gifts

Deliveries to students, such as flowers, gifts, and balloons will not be taken to classrooms. Students will be notified of the deliveries and can pick them up in the office after dismissal. All flowers and plants should be in unbreakable containers. Students riding a bus will not be allowed to take flowers or balloons on the bus.

Party Invitations

Invitations for parties will not be handed out at school unless each student in the class is invited (all boys or all girls depending on the gender of the party host).

Distribution of Materials

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the

material directly to the building principal at least 48 hours in advance of desired distribution time. Specific guidelines can be found in Board Policy 502.12R, available in the office.

Show and Tell or Sharing Time

Lakeview Elementary allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated "Show and Tell" or "Sharing Time" as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school.

Pets

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. Pets need to be up to date on all shots and provide evidence of shots. Live animals are permitted in school facilities only for educational purposes and within the following guidelines: a. Advance teacher permission is attained. b. The animal is brought to school by the parent or owner. c. The animal is supervised by the parent or owner during the classroom visit. d. The animal doesn't present a hazard to the health and welfare of students or staff. e. The animal is removed from the facility as soon as the visitation is completed. Animals are not permitted to travel on school buses.

Solicitations

Students will not be soliciting for money unless the principal has approved the project.

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging' around" before school, between classes, or after school. Non-students are not permitted on the grounds at any time during the school day unless they have special permission.

School Telephones

The school telephones are for business purposes. Personal usage of the telephones is discouraged. If a student must be contacted at school, please leave a message with the secretary rather than calling the student to the phone. Most teachers have voicemail but parents should leave urgent messages with the secretary.

Walking Students

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: Walk with a friend and never accept a ride with a stranger.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Lakeview Elementary's Student Handbook available at <https://www.centervilleschools.org/>. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Lakeview Elementary administrators with any questions I have about the contents of the student handbook.

I understand that the student handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)