

Handbook for Students  
and Parents

Emerson Elementary  
Irving Elementary  
Laura Ingalls Wilder Elementary  
Whittier Elementary

2020-21

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Dear Parents,

Welcome to the Indianola Community Schools. This handbook has been prepared for you. We hope that it will tell you about our total school program and answer many of your questions about our educational policies and procedures.

Please feel free to call any of the staff. You are also invited to visit school. If you want to observe classes, we encourage you to call to determine schedules of classes. We can identify times when those things you want to observe are taking place. Please call for an appointment if you want a conference with a teacher.

This is your school. You are welcome here.

Mark Timmerman, Principal  
Paula Menke, Secretary  
Emerson Elementary  
1109 E. Euclid Ave.  
961-9550

Derek Morris, Principal  
Julie Ormsby, Secretary  
Irving Elementary  
500 W. Clinton Ave.  
961-9560

Amy Jo Naughton, Principal  
Jennifer Ridout, Secretary  
Laura Ingalls Wilder Elementary  
2303 West Euclid Ave.  
961-9540

Ed Johnson, Principal  
Stacy Strong, Secretary  
Whittier Elementary  
1306 W. Salem Ave.  
961-9570

## **Elementary School Policies**

This handbook has been developed for Indianola elementary students and their parents/guardians. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. Students will be held accountable for knowing the handbook's content. More detailed regulations can be found in the School Board Policy manuals located in the principals' offices, on the district website [www.indianola.k12.ia.us](http://www.indianola.k12.ia.us), and at the superintendent's office. The policies printed in this document are subject to change, due to the continuous review and revision of board policies. The handbook is approved annually by the Indianola School Board.

The Purple and Gold Early Childhood Program includes Preschool, and Early Childhood Special Education (ECSE). The Preschool and ECSE programs are located at Whittier. Please refer to the Purple and Gold Early Childhood Handbook located on the district website for more information regarding these programs.

### **Attendance**

#### **Absence from School**

If your child needs to be absent or late to school for any reason, please notify the school office by calling between 8:00-8:30. If you do not have a telephone, please send a note with another student. If you do not notify the school, we will be calling you at home or at work. This policy has been established for your child's safety. If you know your child will be gone for more than 2 days, you may notify the office the first day and then it would not be necessary for you to call daily.

There must be limitations to students being excused from classes. Without exception, no student will be excused unless a telephone call is received or a note signed by the parent or guardian is presented to the teacher or principal.

**Reference: School Board Policies 501.9**

#### **Attendance**

The following procedures will be in effect as to when a child may be counted absent due to reasons such as dental appointments, excused to accompany parents out of town, funerals, etc.

**Reference: School Board Policy 501.3**

#### **Compulsory Attendance**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below, or referred to the Attendance Cooperation Process, or referred to the county attorney. Exceptions to this policy include children who:

- are attending religious services or receiving religious instruction
- are attending an approved or probationary approved private college preparatory school
- are attending an accredited nonpublic school
- are receiving competent private instruction

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

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the county attorney and/or school board. If after school board action, the student is still truant, the principal will refer the matter over to the county attorney.

The principal or other school official will investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the superintendent. If after superintendent action the student is still truant, the principal or other school official will refer the matter to the school board and/or county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

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

Definitions:

Truant: A student is absent from school or class without an acceptable excuse.

Unexcused Tardy: A student arrives at school without an acceptable excuse.

Unexcused Absence: A student is absent from school without an acceptable excuse.

**Reference: School Board Policy 501.3**

### **Making Up Work**

The child has the responsibility of making up work upon returning from a period of absence.

**Reference: School Board Policy 501.9**

### **Tardy Policies / Procedures**

A student is tardy when the student is not in the classroom by the beginning class time listed for each building below. An excused tardy includes transportation difficulties (car won't start, bus was late, etc.), doctor appointments, and illness. The teacher checks the hall before marking the attendance sheet.

Students are subject to disciplinary action for truancy issues. It is within the discretion of the principal to determine, in light of the circumstances, whether the student may make up work or take other disciplinary action.

Students will be counted tardy, but not absent, if they arrive within the first 10 minutes of the day. If the student arrives after the first 10 minutes, they will be counted absent for the portion of the day they missed.

### **The School Day**

Students are requested not to arrive at school before 7:35 a.m. (Irving, Whittier)

Students are requested not to arrive at school before 7:30 a.m. (LILIWilder, Emerson)

At the following buildings, instruction for grades K – 5 will occur from:

Emerson Elementary 7:45-2:55

Irving Elementary 7:50-3:00

Whittier Elementary 7:50-3:00

Laura Ingalls Wilder Elementary 7:45-2:55

The tardy bell will ring at the first time listed above.

### **Weekly Early Dismissals/Professional Development**

The district will dismiss students one hour early every Wednesday for professional development. If school is delayed on Wednesdays for any reason, including inclement weather, students will still be dismissed early that day.

## **Safety**

### **Court Orders**

A copy of court orders must be on file with the office regarding custody situations if any parent/person is to be denied access to a child, or regarding any legal name change of a student.

### **Emergency Information**

If your child is ill or has an accident at school, you will be notified immediately. It is important that the emergency information be kept up to date. Parents should notify the school of any change in emergency information. No child is ever sent home until prior arrangements have been made.

### **Emergency Procedures and Evacuation**

Fire, tornado, and other disaster drills will be held periodically and all procedures are in printed form, posted in each classroom. Directions will be given in the classroom, and when drills or alerts occur, students are to seriously follow the posted rules and the staff member's directions. Emergency evacuation for any other reason will be directed by the office and each staff member is aware of these procedures.

**Reference: School Board Policy 507.5**

### **Emergency School Cancellation or Delay**

Should inclement weather or any other emergency situation occur which would result in the closing of school, announcements will be sent via email and text through the school district Student Information System and notification to area radio and television stations. Please have plans made for what your child would do in the event school is dismissed early. Please review those plans periodically with your child. Please notify the office of any changes in the emergency information you provided to us at registration: address, phone numbers, contact persons, day care provider, etc.

### **Leaving School Grounds**

Written permission or a telephone call must be received from the parent for students to leave the school grounds during the school day. We must adhere to this very closely for the safety of the children.

### **Playground Equipment**

Do not send balls, bats, and other toys to school. Playground equipment will be provided by the school.

### **Precautions Against Child Abduction**

Each year every teacher and parent should warn children against getting into cars driven by strangers. Warn children against attempts to entice them with toys, candy or money. Advise children not to step close to a car if a stranger stops and speaks to them. If children are accosted on the way home, tell them to inform their parents or the school. Accurate observation of car licenses, color, make, year, and model of cars is invaluable in identifying offenders.

### **Recess**

Our school guideline is to have outdoor recess when the temperature is at or above 10 degrees or 10 degrees wind chill. Appropriate attire is recommended. Students will go outside unless the school receives parental notification that your child needs to remain inside due to illness.

If a child is to remain inside for recess for more than three consecutive days, please send the teacher or office a doctor's written statement

### **Scooters, Bicycles, Skateboards, Roller Blades, Hoverboards and Heelies**

It is recommended that students below grade three do not ride bicycles or scooters to school because of concerns for their safety. When bicycles or scooters are ridden to school, to avoid accidents, they must be walked onto and

off of the school grounds. Those that do not follow this rule will lose bicycle or scooter privileges for two weeks. Skateboards, roller blades, hoverboards and heelies are not to be used on school grounds.

### **Student Photos and Student Work**

At various times throughout the year, photos of students and student work may be used in school publications and school websites. Parents will be given the opportunity at registration to exclude their student from being represented in publications.

**Reference: School Board Policy 506.3**

## **School Day**

### **Bringing Money to School**

It is the policy of the school to discourage children from bringing money to school except for authorized or school sponsored activities such as PTO, lunch money, book rental, insurance, etc. In all cases where money is sent to the school, it should be enclosed in an envelope with the following information given: child's name and address, grade, date, teacher's name, amount of money enclosed, and purpose for which the money is being sent. If possible, send a check rather than cash, in case of loss.

### **Cafeteria**

Cafeteria lunches provide a well-balanced diet. Food service has established an account for each family in the district. All elementary and middle school students in the same family will draw money from the same lunch account. A high school student will have a separate account, unless the accounts are combined on line by the parents. A hold on a la carte purchases may be placed on a middle school student's account by his/her parent. Food service money may be brought to school and given to the classroom teacher instead of depositing online. All deposits will be taken to the cafeteria and then to food service for deposit. Please allow a couple days for the deposit to show up in your family account.

You may also bring your lunch to school if you choose. However, students should not bring pop as a part of their lunch.

Courtesy, cleanliness, and orderly conduct are essential on the students' part to make the lunch period as enjoyable as possible. Everyone is expected to be patient, return dishes and trays, and deposit all waste in the trash cans provided.

Parents and guests are encouraged to join students for lunch, but please let your child's teacher know in advance so we can add you to the lunch count for the day.

**Reference: School Board Policy 710.1**

### **Fundraising**

Students may raise funds for school sponsored groups and the PTO with the prior written permission of the principal. All food that is sold to students must comply with state and federal nutritional standards.

**Reference: School Board Policy 504.5**

### **Lost and Found**

Lost and found articles are placed in a container in the office. Parents and children are urged to check for lost articles. Every effort will be made to return lost items to the owner. The school is not responsible for lost or stolen articles.

### **Parent-Teacher Conferences**



Parent-Teacher conferences are held during September and February for Irving Elementary; and in November and February for Emerson Elementary, Whittier Elementary and LIWilder Elementary. One conference time frame will be scheduled for each student. If a legal document mandates more than one conference for a child/family, that accommodation will be made. The purpose of the scheduled conferences is to communicate information about the student and to make educational plans. Dates and times for the conferences will be sent to you. In order to make such conferences successful, we urge every parent to meet with their child's teacher at the scheduled time. Written reports on pupil progress will be given at the close of each nine-week period.

**Reference: School Board Policy 505.1**

## **Parties**

Winter and Valentine parties are permitted in the elementary schools and will take place during the last period of the day. Children will not participate in a Halloween party at school. Please do not bring invitations or gifts for private birthday, holiday or other parties to school for distribution. This would include flowers, balloons, and bouquets delivered to the school. Treats for birthdays must be commercially prepared and individually wrapped.

## **Pets**

When your child wants to share his/her pet with the class, a parent must bring the pet and take the pet home. All pets should have their vaccination shots, unless they are too young for required shots, prior to visiting school. Make arrangements with the teacher to find out the best time for showing the pet. The arrangement will save you time knowing that you must remain with the pet for the duration of the visit.

**Reference: School Board Policy 606.3**

## **Pictures**

Individual student pictures will be taken by a commercial studio. Information on picture packages will be sent home prior to the picture date.

**Reference: School Board Policy 506.3**

## **Six Day Schedule**

The elementary schools operate on a six day schedule instead of Monday through Friday (5 days). Our days are known as Day 1, Day 2, Day 3, Day 4, Day 5, and Day 6. Whenever days of school are cancelled because of inclement weather or holidays, the students do not miss their special subjects because the number days move to the next day school's in session.

## **Telephone**

Please feel free to telephone us if an emergency has arisen at home. We will inform your child. Please make needed arrangements before school. Phone use after school is limited for students. Only those with permission from their teacher may use the telephone.

## **Visiting School**

We encourage you to visit your child's class as often as possible. Please review the following procedures for visiting the school.

- All visitors, including parents, will be asked to report to the main office upon their arrival at the school.
- A secretary or other office staff will request that each visitor provide their driver's license or other state or federally issued ID.
- The barcode on their ID will be scanned electronically and the Raptor system will look for a match on state sexual offender databases.
- If a match is identified, the building principal or designated representative will immediately be notified and respond according to district procedures.
- If no match is identified, visitors will be issued a date-specific visitor's badge that includes their name, photograph, and destination. These badges must be worn at all times while on the school grounds. School personnel have been directed to escort anyone not wearing a badge to the office.

Visitors will only be required to provide a photo ID on their first visit to a building, but they must check-in and receive a visitor badge each time they visit a building. Once a visitor has registered using the electronic scanning process,

a “quick find” feature allows school personnel to manually update the individual’s status and issue a visitor badge. A first time visitor who does not have a valid ID may be entered manually, no more than twice, with the building principal’s authorization. Children who do not have a valid ID may be allowed to visit as long as an adult who has completed the check-in process accompanies them.

All visitors will be required to check out in the main office prior to leaving the school. Visitors will be asked to return their visitor badges. Office staff will destroy the badges so they cannot be reused.

We request that you do not visit school during the first or last week of the school year. Please do not bring young children with you during a visit. When visiting the classroom, respect the teacher’s instructional time and allow the classroom to function as if you were not there. If you plan to have hot lunch with your child, please notify the office before 9 o’clock on the day you plan to attend.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized.

**Reference: School Board Policy 903.3**

## **Procedures**

### **Bus Riding**

School transportation is provided as a convenience for students and parents. Please observe the safety rules that apply when riding the bus to and from school, and also on school activity trips. A school bus is an extension of the classroom. The driver is the teacher of the “Classroom on Wheels”. The behavior expected in the classroom is the same behavior expected on the bus. The driver has the same authority to enforce rules and regulations as the classroom teacher. Students who violate these rules will lose the privilege to ride school- provided transportation.

Rural students must ride the bus home unless the school receives notification from the parent indicating the child is to do otherwise. Buses will depart from the elementary attendance centers daily to transport all rural youngsters to the loading area. During the time elementary students are waiting for dismissal of middle school bus students, they must remain on their bus.

Students wishing to accompany friends home who ride the bus may do so only with written permission from the principal. Parents must send a note requesting permission.

Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding.

All elementary students need to be picked up and dropped off at their school of attendance. There will not be any elementary students allowed to be picked up or dropped off during transfer times at the MS.

For all questions and answers concerning transportation, refer to the “Classroom on Wheels” handbook given to students or call the Director of Transportation at 961-9592.

**Reference: School Board Policies 711-711.8**

### **Dual Enrollment for Homeschooling Students**

Homeschool or homeschool assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal. Standardized testing is available for these students. Contact the Guidance Office for further information by October 1 of the current school year.

**Reference: School Board Policies 604.1, 604.7**

## **Fines / Fees / Charges**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

The textbook/supplies fee is paid by all students. The basic textbooks used are owned by the school and rented to the students. Textbooks are very expensive and need to be treated with care. Fines are assessed to students who are responsible for the abnormal wear of a book. Students will be required to pay for lost or damaged books at the current price for a replacement. There is a fine schedule that will be reviewed with the students by teachers at the beginning of school in the fall.

**Reference: School Board Policy 503.3**

## **Guidelines for Use of the School Mascot**

In order to prevent portraying Native Americans in a stereotypical manner and to avoid discriminatory practices by staff and students, the following guidelines have been established:

- In pictorial presentations, the Indianola Indians mascot is not to be portrayed in a warlike fashion. Specifically, the use of war paint and weapons is to be avoided.
- All portrayals and representations of the Indianola Indians mascot should reflect positively on Native Americans.
- Students are not to dress as Native Americans or wear other Native American costumes at school events unless as a part of a school production.

## **Insurance**

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is the responsibility of the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

**Reference: School Board Policy 507.6**

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request a transfer to another district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll, unless there is good cause as defined by the law. Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Open-enrolled students from low-income families may qualify for transportation assistance. Students who open enroll from one district to another may be eligible for transportation assistance if they qualify under the federal income guidelines. Open enrollment may result in loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

**Reference: School Board Policies 501.14, 501.15**

## **Private Vehicles**

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval and who ride in private vehicles for school purposes. This applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.

**Reference: School Board Policy 904.1**

### **Student Fee Waiver and Reduction Procedures**

The board recognizes that while certain fees charged to students are appropriate and authorized, some students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or parents' ability to meet the financial criteria.

#### **A. Types of Waivers**

1. Full Waivers - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction will be set annually by the board.
3. Temporary Waivers - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record. Student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the Business Manager.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - The school district will annually notify parents and students of the waiver. The following information will be included in registration materials:

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

**Reference: School Board Policy 503.3R1**

### **Textbook/Supply Fee**

The fee for kindergarten through fifth grade is \$80.00.

**Reference: School Board Policy 503.3**

### **Transfer of Students Out of the District**

If you need to transfer your child out of the Indianola school district, please provide advance notice. This allows for the preparation of records, book rental refund, and other transfer details. Refunds are made up to the last quarter of the school year. Refunds are not granted for any transfers occurring after the fourth quarter has begun. Progress reports, original copy of the transfer, and all completed workbooks will accompany the child. The school district automatically transfers a student's records to a new school district upon request from the new school district.

**Reference: School Board Policy 501.7**

## **Curriculum**

### **Acceptable Use Policy**

Annually, students are granted access to World Wide Web information resources through their classroom, library, or school computer lab. If a student has an established personal email address, the student may, with the permission of a supervising school employee, be permitted to use the address to send and receive mail at school for school related reasons. Privileges to use the Internet may be revoked upon parental/guardian request and/or violation of any portion of this policy. Other disciplinary consequences may also be given in the event of inappropriate Internet use.

**Reference: School Board Policy 605.6**

### **Classroom Assignment: Assigning Students for Instructional Purposes**

When K-5 students are assigned to homeroom classes, a number of factors are taken into account. A reasonable balance of gender and academic ability must be maintained. Social issues between individual students or groups of students are also considered when assigning students to a particular class.

At the elementary and middle school levels, grade school teachers meet in the spring to determine student assignments for the following year. For example, second grade teachers in a building meet to develop class lists for next year's third grade students in that building.

Assigning Students to Classrooms - Students will be assigned to classes for the next school year by their current teacher and the elementary principal, who are in the best position to make these recommendations. The teachers have worked with the children throughout the year and are able to identify their strengths and areas of needed support. Teachers consider many factors as balanced classes are prepared. These factors include:

- academic abilities
- social skills
- gender balance
- individual learning styles and needs
- student personality and interactions
- combinations of students to avoid
- class size

The Goal of the Classroom Assignment Process - The goal of the classroom assignment process is to produce a diverse combination of student groups who will work well together in the academic setting. This important task is vital to the creation of a positive class environment, which enables students to function to the best of their abilities. Students are assigned to classes based upon the best possible match of teaching skills and interpersonal needs of students.

Parent Input – We Need Your Support and Input - Parents who feel the need to provide input about their child's placement should fill out the Elementary Student Input Form and return it to the office by April 1st. It is important to note that a request for a specific teacher is not appropriate. When providing input, please consider the items listed above. It is best to communicate a child's strengths or weaknesses in writing to the principal. When providing input,

the information will be considered during the class placement process. However, the act of submitting written information or a request does not guarantee placement in a particular class.

Please respect the teachers' and principal's professional judgment. It is important to note that the teachers and principals individually place every child. We have each student's best interests in mind as class selections are made.

## **Health Education**

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of diseases; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent/designee. The superintendent will have the final authority to determine the alternate activity or study.

**Reference: School Board Policy 603.5**

## **Homework**

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the education program. Homework will be an extension and an enrichment of the classroom instruction.

Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity, or to make up incomplete assignments.

## **Human Growth and Development Instruction**

The Indianola School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Students excused from this phase of the instruction will be given alternative assignments. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

**Reference: School Board Policies 603.5, 603.5E1**

## **Physical Education Requirements**

In order to ensure maximum benefit, safety and enjoyment, each student in grades kindergarten through five is required to have tennis shoes for physical education activities. Tennis shoes may be changed at school. Girls are encouraged to wear pants, shorts on gym days.

**Reference: School Board Policy 603.6**

## **Student Field Trips**

Field trips are an important part of our curriculum and an extension of our school's learning environment. Parents will be notified of all field trips. Students must have a permission slip signed by their parents. Students will be

expected to attend all field trips. If a student has a legitimate reason not to go, it must first be cleared with the teacher in charge and an alternate assignment will be given. Students are expected to follow school rules, dress appropriately for the field trip, and follow the transportation safety rules. Board approval is required for field trips and excursions outside the state or for field trips and excursions which involve unusual length or expense.

**Reference: School Board Policy 606.5**

## **Testing**

Each year, students will be given certain standardized tests. The FAST (Formative Assessment Systems for Teachers) reading assessment is administered to students in kindergarten through fifth grade three times per year. The ISASP is given to third, fourth and fifth grades. The CogAT cognitive ability test is given to third grade students.

**Reference: School Board Policy 505.4**

## **Student Behavior and Discipline**

Guidance and discipline are necessary to assure continuous student growth and to provide an atmosphere conducive to learning. Teachers require reasonable rules and regulations for achieving the objectives.

Disciplinary techniques used should promote desirable growth patterns and enable a student to develop self-esteem, self-control and self-direction. Parents and the school staff have an obligation to work cooperatively to see that any student who continues in misconduct or his/her behavior is so extreme that it disrupts the school, is provided with appropriate services to alleviate the problem.

**Reference: School Board Policy 503.1**

## **Anti-Bullying / Harassment Policy**

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

The board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the

student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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



The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Student and Staff Services or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Student and Staff Services or designee will be responsible for handling all complaints by employees alleging harassment. It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

A copy of the policy shall be provided to any person requesting one at the central administrative office.

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

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

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

- Tell a teacher, counselor or principal
- Write down exactly what happened in an incident report:
  - What, when and where it happened
  - Who was involved
  - Exactly what was said or what the harasser or bully did
  - Witnesses to the harassment or bullying
  - What the student said or did, either at the time or later
  - How the student felt
  - How the harasser or bullying responded

**Consequences for participating in harassment are as follows:**

**First Offense:** A conference with an administrator or counselor; parent contact; and/or the student may be suspended from school for up to 10 days; and/or the student may be recommended for expulsion from school for a semester.

**Repeat Offense:** A conference with an administrator, counselor, and parent; and/or the student may be suspended from school for up to 10 days; and/or the student may be recommended for expulsion from school.

**Reference: School Board Policy 104**

**Care of School Property and Vandalism**

Students are not to tamper with any part of the building, its contents, or any property belonging to the school, its employees, or students. Students who accidentally damage or break any of the above should report it immediately to a teacher or the administration office. Any student who willfully or through excess carelessness damages school property will be expected to pay for repair or replacement. At the discretion of the administration, students may be referred to law enforcement officials.

**Reference: School Board Policy 502.2**

## **Cell Phones / Electronic Communication Devices**

Students may possess a cellular telephone or other electronic communication devices (ECD) in school and at school related functions provided that during school hours and on school vehicles the cell phone or ECD is **powered off, concealed and not in use**. Students are prohibited from using a cell phone or having it powered on during the school day.

- **Cell Phones are not to be turned on, seen, heard or used in the school building or on school grounds until the dismissal bell at the end of the school day.** Lesson plans that require student use of cell phones will be approved by the administration.
- Students are not permitted to wear or display their cell phone. Devices must be kept out of sight in a backpack, locker, purse or pocket.
- Cell phones may not be on or otherwise used in the school locker rooms or restrooms. This includes the use of picture/video features available on some phones.
- Cell phones may not be used on school buses without the permission of a school employee.
- The district is not responsible for the loss, theft, damage or vandalism to student's cell phone or ECD as well as student property.

## **Detention**

Students may be required to come before the school day or stay after school for disciplinary reasons or to complete required assignments. Parents will be notified in advance.

**Reference: School Board Policy 503.1**

## **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression on their viewpoints and opinions as long as the expression is done responsibly. Student expression, either verbal or written, shall not, in the judgment of the administration, encourage the violation of laws, encourage the violation of school policies, cause material and substantial disruption of the orderly and efficient operation of the school, interrupt the maintenance of the disciplined atmosphere, infringe upon the rights of others, be libelous or slanderous, or contain obscenities or indecencies.

The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary action.

**Reference: School Board Policy 502.3**

## **Good Conduct Rule**

It is the philosophy of Indianola Community Schools that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods.

The district's middle school administration shall promptly investigate any report of a violation of the Good Conduct Rule. Based on factual circumstances relevant to said report, the middle school administrative team shall determine whether the student has, in fact, violated the Good Conduct Rule. Such factual determination shall be based upon substantial evidence when the information is obtained or reported from non-school personnel in an informal administrative investigation. This investigation shall not be limited by any formal rules of evidence or procedure.

The following behaviors or actions by a student shall be in violation of the Good Conduct Rule and shall be determined by a student being observed by a source deemed reliable by the middle school administrative team after an investigation, or student admitting to violating these rules:

- Possessing or using any tobacco product.

- Possessing, using, selling, manufacturing, distributing, or being under the influence of any alcoholic beverage.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any controlled substance, or a “look-alike” substance unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his or her duties.
- Possessing, using, selling, manufacturing, or distributing any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
- Committing an act that would be a violation of the law, other than minor traffic violations. This would involve such acts as assault, breaking and entering, theft and shoplifting, vandalism, fraud, possession of a dangerous weapon or object, etc. A determination that a student has violated the Good Conduct Rule by the commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other authorities.
- Repeated violations of rules and regulations established by the Board of Education.

### **First Offense**

A student violating the Good Conduct Rule shall be ineligible to participate in 1/3 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If less than 1/3 of the entire season is left at the time of the Good Conduct Violation, the student will be ineligible to participate in the remainder of the current season. In addition, the student will be ineligible for the percentage of ineligibility that is left to be served in the next season the student is involved in.

Students will be allowed the option of completing three scheduled counseling sessions with one of the middle school counselors dealing with issues pertaining to the Good Conduct Rule violation. If you choose this option, you will reduce your consequence by 1/3 of the original consequence. (Example: The original consequence in football would be three games. If you chose the counseling option, it would be two games.)

This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

### **Second Offense**

A student violating the Good Conduct Rule for the second time within one calendar year shall be ineligible to participate in 1/2 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If a student is involved in more than one activity at the time of the Good Conduct Rule violation, the activity in season will take precedence in determining how many events the student will be ineligible for.

Students will be allowed the option of completing scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts, etc.). If you choose this option, you will reduce your consequence by 1/2 of the original consequence. (Example: The original consequence in football would be five games. If you chose the counseling option, it would be three games.) This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions.

This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

### **Third Offense**

A student violating the Good Conduct Rule for the third time within one calendar year shall be ineligible to participate in all regularly scheduled public performances in all activities which the student is involved for one calendar year (365 days) from the date of the infraction. Students must also complete scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts, etc.). Any additional violation of the Good Conduct Rule within that year will result in an additional one calendar year (365 days) ineligibility period which starts with the day of the latest infraction. This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions.

This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

**Reference: School Board Policy 503.4**

### **Lockers and Desks**

Student lockers and desks are the property of the Indianola School District, and remain property of the school even though they are temporarily assigned to students for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep their locker and desk clean and undamaged. The expenses to repair damage done to a student's locker or desk will be charged to the student. The school is not responsible for lost or stolen articles.

**Reference: School Board Policy 502.2**

### **Objects not allowed at School**

Items that may cause a disruption to the learning environment may be taken and returned to the student or parent at the end of the school day. Items may include but are not limited to the following: toys, iPods, trading cards, etc.

### **Prohibited Items**

Children are not to bring toy guns, knives, or matches to school. These items and others, such as water pistols, slingshots and other nuisance items will be taken away.

**Reference: School Board Policy 502.6**

### **Physical Altercations / Inappropriate Language**

Physical altercations and inappropriate language at school and on school property will not be tolerated at any time. Each incident will be investigated and dealt with on an individual basis. Under certain circumstances, the police may be involved.

**Reference: School Board Policy 503.1**

### **Search and Seizure**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to: non-prescription controlled substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, dangerous objects, explosives, poison, and stolen property. Possession of such items will be grounds for disciplinary action and will be reported to local law enforcement officials. Prior to contacting law enforcement officers, an attempt will be made to contact the parents.

**Reference: School Board Policy 502.8**

### **Smoking / Drinking / Drugs / Intoxicants on School Property**

The following acts by students are prohibited while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district:

- The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look-alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances;
- The distribution, dispensing, or possession of paraphernalia associated with the use of items prohibited above;
- The distribution, dispensing, manufacture, possession, use or being under the influence of legal products when those products are used or intended to be used for purposes of intoxication.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations are included in the student handbooks, which are approved annually by the board.

<i>Tobacco or look-alike</i>	First Offense: Second Offense: Third Offense: Fourth Offense:	3 days out-of-school suspension 5 days out-of-school suspension Up to 10 days out-of-school suspension Recommendation for expulsion
<i>Alcohol/Inhalants</i>	First Offense: Second Offense: Third Offense:	5 days out-of-school suspension Up to 10 days out-of-school suspension Recommendation for expulsion
<i>Prescription Medications</i> (Not prescribed to student)	First Offense: Second Offense:	3-5 days out-of-school suspension Recommendation for expulsion
<i>Controlled Substance</i>	First Offense:	Recommendation for expulsion

**Reference: School Board Policy 502.7**

**Student Appearance**

Students are expected to adhere to standards of cleanliness and dress that are compatible with a good school environment. Those standards will be generally acceptable to the community as appropriate in a formal school setting.

The district expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and purpose intended. The following clothing or apparel is not allowed: products illegal for use by minors, obscene or demeaning material, profanity, or reference to subversion.

Face painting, temporary tattoos on the face, and colored hair are discouraged. Students are not to wear chains or sunglasses during the school day.

It is expected that students' clothing will cover them from their shoulders to mid-thigh. Undergarments should not be visible.

Students who wear a hat or other head covering to school should remove them when entering the building and place them in their locker.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, 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.

**Reference: School Board Policy 502.1**

**Student Conduct**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students,

employees, and visitors on school premises. Appropriate student behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances, including circumstances relating to a student's abilities and disabilities.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

#### **Discipline Definitions:**

##### **Removal**

The student is sent to the building administrator's office. It is within the discretion of the person in charge of the classroom to remove the student.

##### **Detention**

The student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building administrator disciplining the student. Detentions must be served before a student can practice or participate in any after school activity. The administration and parents will arrange times and dates to serve referred detentions.

##### **In-School Suspension**

The student will attend school but will be temporarily isolated from one or more classes. An in-school suspension will not exceed ten consecutive school days.

##### **Out-of-School Suspension**

The student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. Students who are suspended out-of-school will not be allowed to practice or participate in extra-curricular or co-curricular activities that they may be involved in at the time of the suspension. Students who are suspended out-of-school are not to be on school district property or on school district transportation during the time of their suspension.

##### **Probation**

The student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

### **Restriction from School Activities**

A student will attend school and classes and may or may not practice but will not participate in school activities.

### **Loss of Eligibility**

The student will be excluded from participation in one or more particular school activities. A restriction from school activities and a loss of eligibility may be of an indefinite duration.

### **Expulsion**

An action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

**Reference: School Board Policy 503.1**

## **Student Procedures**

We have common expectations and procedures for all elementary students:

### **Line Basics**

1. Eyes forward.
2. Stand up straight.
3. Voices off.
4. Hands to side.
5. Single file.

### **Hall Basics**

1. Eyes forward.
2. Voices quiet.
3. Hands to self.
4. Feet to self.
5. Walk quietly, single file.
6. When on the stairs, stay on the right side. Take one step at a time.

### **Lining up Outside**

1. Line up at the end of the line with your class.
2. Students may visit quietly until Line Basics are called.
3. With permission, students enter the building one class at a time.
4. Hats off.
5. Wipe feet.

### **Bathroom Procedures**

1. Enter and exit correctly.
2. Use toilet, flush.
3. Wash hands.
4. Paper towels go in the trash can.
5. Return promptly to the classroom.

### **Assemblies and Special Events**

1. Enter and exit with Line Basics.
2. Follow seating directions and use Body Basics with quiet voices prior to the presentation.
3. Show appropriate respect for the speaker.
4. Show appreciation through applause only.

### **Lunchroom**

1. Maintain Line Basics through the line, using quiet voices.
2. At the table, talk quietly, with appropriate types of conversation.
3. Use good table manners while keeping hands and feet to yourselves.

4. Do not share food.
5. Listen to and follow dismissal directions.
6. When the lights are turned off, voices stop.

#### Dismissal

1. Walk bicycles across the street and follow city bicycle rules.
2. Walkers wait for crossing guards.
3. Use the crosswalks.
4. Leave with designated driver.

### **Subversive Materials and Hate Activities**

Behaviors and activities that support or encourage hatred toward any specific group or population will not be tolerated. Printed material of a racist nature, supporting “hate” ideas, or of a subverted nature may not be distributed in or on school property. Students producing or distributing items condoning violence will be subject to disciplinary action and all items will be confiscated.

**Reference: School Board Policy 903.5R1**

### **Suspension and Expulsion**

Students may be suspended from school for violating school rules and regulations. Suspensions are issued by principals and vary in length depending on the severity of the violation. A student may be recommended for expulsion for repeated suspensions. An expulsion from school must result from school board action. An expulsion is normally for the remainder of the semester, at a minimum, and could be for one year.

**Reference: School Board Policies 503.1, 503.2**

### **Student Services**

The district offers a variety of programs to meet the needs of students. The district offers special education services, gifted and talented program, Reading Recovery and Title I programs, and at-risk services. If any parent believes their child is in need of special assistance, they should contact the building principal as soon as possible to discuss the child’s needs and the programs available to them.

### **Gifted and Talented Program**

The Gifted and Talented program is available for those students who qualify under the identification guidelines. Parents interested in G/T services for their child may fill out the Parent Inventory for Finding Potential which can be returned to the building administrator. The Parent Inventory for Finding Potential form can be found at [www.indianola.k12.ia.us/](http://www.indianola.k12.ia.us/) under Student Services, Gifted and Talented, and then the Identification link.

**Reference: School Board Policy 604.3**

### **Homeless Children and Youth**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Director of Student and Staff Services.

**Reference: School Board Policy 501.16**

### **Policy for Taking Medicine at School**

All medicines must be brought to the nurse’s office and will be kept there by the nurse. A note from the parent must accompany the medication and the medication must be in the container provided by the doctor or pharmacist or in the original container for over-the-counter medication. The child’s name, medication, instructions for taking the medication, and doctor’s name must be on the container. If a medication is sent in foil, plastic bags or envelopes, it will not be given.



Any drug being used for an Attention Deficit Disorder (Ritalin-Methylphenidate, Dexedrine, etc.) which is classified by the government as a Class II narcotic must be delivered to the school by an adult (parent or someone designated by the parent).

Adult aspirin, adult Ibuprofen, adult Naproxen, and adult Tylenol will only be given under a doctor's directive as they are not recommended for elementary age children. Cough drops are to be kept with the child's teacher and/or in the nurse's office. No vitamins, herbal remedies, supplements, fluoride rinses, or similar rinses will be given at school without a doctor's prescription. No medicine, with the exception below, will be carried by the student.

The exception will be that an inhaler may be carried by the student if prescribed by the doctor. If the student carries the inhaler, a second inhaler should be kept in the nurse's office.

**Reference: School Board Policy 507.2**

### **Multi Tiered System of Support (MTSS)**

A team of teachers is established to investigate learning problems of students when identified by teachers and/or administrators. This team will work with teachers, students, and parents to improve the learning experiences for the student.

### **School Counselor**

The goal of elementary guidance is to assist all children in developing an awareness of their strengths and weaknesses, interests, needs, similarities and uniqueness. All children have the right to assistance in the development of their full potential.

Although it is recognized that some children will need special assistance in times of crisis, the focus of elementary guidance is on the preventive rather than the remedial. Self-direction is the ultimate goal of guidance.

**Reference: School Board Policy 607.1**

### **School Nurse**

The nurse provides for the physical welfare of each child at school. The nurse will conduct visual screenings and care for students in case of illness or injury at school or until additional medical aid arrives. The school is equipped for first aid only. In case of a serious accident, you will be telephoned. If we cannot reach you, the doctor who has been recommended by the parent will be called. Our primary aim is to prevent accidents by close supervision.

Please keep your child at home if they have vomited, had diarrhea, or had a fever within 18 hours of coming to school. They may return after they have not done any of the above without the use of medication within the last 18 hours. The nurse will be happy to confer with you at any time about the health of your child.

Nuisance diseases include such conditions as head lice and scabies. Continuous observation of students by the parents can greatly reduce occurrences. You may confer with the school nurse in these cases.

### **Special Services – Heartland Area Education Agency**

Speech and Language Services: Speech services are available for those who require assistance in developing adequate communication skills.

Psychological Services: The Heartland Area Education Agency provides the services of a trained psychologist who is available for examination of students in need of such services. The psychologist sees students upon recommendation of the teacher with the approval of the principal and the parents. Full and complete reports of the findings of the psychologist are made available to the parents upon request.

Hearing Testing: The hearing of the children will be checked by an audiologist from the Heartland Area Education Agency.

School Social Worker: Services are available through Heartland Area Education Agency upon request.

## **General School Policies**

### **Purpose**

Your public school was established by and operates under the laws of the State of Iowa to provide students with an education. The public elects a Board of Education to direct the schools, and the administrators manage the operations. All children must attend school until the age of 16. Any student who turns 16 after September 15 of any school year is to remain in school for the entire year. Any student not complying with these state standards will be in violation of the Iowa Code and the school will be obligated to submit the student's name to the county attorney. Students must understand they have certain rights while they attend school and should remember that with these rights come many responsibilities. They must also understand that the school board, administrators, and teachers have the right to make sure the atmosphere in their school is the most positive for learning. Disruptions must be kept to a minimum, and all people should treat each other with respect. Being a democratically oriented institution, school must allow for proposed changes and expression of dissent. The following guidelines have been established. Should you have a personal grievance, first communicate with the source if it is another person. If the problem cannot be solved, contact your teacher, counselor, principal, superintendent, and Board of Education in that order. Only after you feel you were not given satisfactory consideration should you appeal to a higher level.

**Reference School Board Policy 100**

### **Abuse of Students by School District Employees**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The process of a complaint of allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level 1 investigator and alternate Level 1 investigator. The school district has also arranged for a trained, experienced professional to serve as the Level 2 investigator. The Level 1 investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in a local newspaper, and posted in all school facilities. The school district has designated Ron Lorenz, Assistant Superintendent 961-9500, as the Level 1 investigator and Art Sathoff 961-9500, as the Alternate Level 1 investigator. *A qualified investigator of the opposite sex of the alleged abused student may be requested, if necessary.*

The superintendent is responsible for drafting administrative regulations to implement this policy.

**Reference: School Board Policy 402.3**

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

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

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

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

**Reference: School Board Policy 503.5**

### **Distribution of Materials Regulation**

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

**Reference: School Board Policy 903.5R1**

### **Equal Education Opportunity**

The board will not discriminate in its educational activities on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status.

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

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

**Reference: School Board Policy 102**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make their objection in writing to the principal by the student's first day of school. The objection needs to be renewed annually.

Directory Information includes NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, STUDENT ARTWORK, STUDENT PHOTOS AND OTHER LIKENESS AND OTHER SIMILAR INFORMATION.

Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave. SW, Washington, DC, 20202-4605.

The School District may share any information with the parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

**Reference: School Board Policy 506.1E9**

### **Federal Section 504 Policy Statement**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Indianola

Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

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

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to education records. This Act gives the parent/guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 5) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Ron Lorenz, Director of Student and Staff Services, Indianola Community School District, 1304 East 2<sup>nd</sup> Avenue, Indianola, IA 50125 phone 961-9500.

**Reference: School Board Policy 102.E3**

## **Grievance Procedure**

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Ron Lorenz, Assistant Superintendent, 1304 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500, [ron.lorenz@indianola.k12.ia.us](mailto:ron.lorenz@indianola.k12.ia.us).

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

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

### **Filing a Complaint**

A complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 calendar 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.

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

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

#### Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by district provided email account or in person.

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 in 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.

**Reference: School Board Policy 102.R1**

### **Interviewing or Interrogation of Students by an Outside Agency**

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

**Reference: School Board Policy 502.9**

### **Public Information Regulations Explained**

In compliance with the Department of Education regulations pertaining to "Private Rights of Parents and Students," the Board of Education of the Indianola Community School District hereby gives notice that it may release any or all of the following "public information": student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports, height and weight of athletic team members, dates of attendance, degrees and awards received, most previous education agency or institution attended by student, student photos, student artwork, and similar information. If a parent, or a student who has reached majority, doesn't want the above information released, notice in writing should be sent to the principal of the school where the student is enrolled.

**Reference: School Board Policies 506.1, 506.1R1**

### **Tobacco-Free Environment**

The Board of Directors recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. In meeting this responsibility, the board directs that a tobacco-free environment be established and maintained on all school premises. For purposes of this policy, "premises" includes all buildings, grounds, and vehicles of the district. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Community members failing to abide by this policy will be required to cease their use of tobacco or leave the school district premises immediately. District personnel failing to abide by this policy may be subject to disciplinary action. It is the responsibility of the administration to enforce this policy.

**Reference: School Board Policy 905.2**

### **Highly Qualified Teacher**

The No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act of 2004 (IDEA 2004) require all teachers to be highly qualified by the end of the 2005-06 school year. Highly qualified requirements apply to elementary education teachers, and to middle and high school teachers who teach one or more core academic subjects including; English, reading, language arts, mathematics, science, foreign languages, civics, government, economics, arts, history and geography. In Iowa, the NCLB and IDEA legislation requires all teachers to hold a bachelor's degree, a teaching license and the state-required endorsement for all subject areas.