

**COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
PUBLIC NOTICES
2010-11**

Safe Schools Hotline

The Safe Schools Hotline is available 24 hours a day. The hotline may be used to anonymously report safety concerns such as bullying, harassment, suspected drug or alcohol use, vandalism, weapons, threats, potential suicides or anything related to the safety of our students, staff and facilities. Break the silence. The hotline number is 712-322-SAFE(7233).

Bullying/Harassment

Bullying and harassment are not tolerated in Council Bluffs schools. All acts of bullying or harassment should be reported to a classroom teacher. Specific written complaints may also be made to a building principal. If the building principal is the object of the complaint, the Executive Director of Student & Family Services, Ron Diimig, should be contacted at 328-6423. A written response will be provided to all persons filing a written complaint.

Customer Service

If at any time there is a concern involving an issue at the local school, please courteously approach the building principal for problem solving. If the principal is unable to resolve your concern, s/he will identify the appropriate administrator at the Educational Service Center who may be able to assist with further problem solving.

Nondiscrimination Policy

It is the policy of the Council Bluffs Community School District not to discriminate on the basis of race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other protected trait or characteristic in its educational programs, activities or employment practices as required under the appropriate title of civil rights legislation, including the Civil Rights Act of 1964, the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Education of All Handicapped Children Act of 1975; and, of all applicable Iowa statutes and rules and regulations of this public school district. Inquires regarding compliance with Title IX, Title VI, Section 504 or EEOC may be directed to Ronald Diimig, Executive Director of Student & Family Services or Janet Reiners, Executive Director of Human Resources, 12 Scott Street, Council Bluffs, Iowa 51503, 328-6446, to the Director of Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, Iowa, 50319, or to U.S. Department of Education Office of Civil Rights, 111 North Canal Street – 10th Floor, Chicago IL 60606.

Staff, students, parents, patrons, visitors, volunteers and all persons who have business or other interaction with the district or who are subject to discrimination should report the incident(s) to the building principal, or Ronald Diimig, Executive Director of Student & Family Services, 328-6423 or to Janet Reiners, Executive Director of Human Resources, 328-6429.

Sexual Harassment

All students, staff, parents and visitors are expected to treat others with respect. Sexual Harassment is specifically prohibited. Sexual harassment includes harassment between people of the same or different genders. Sexual harassment has three parts:

1. Unwelcome or unwanted behaviors
2. The behavior is sexual or related to the gender of the harassed person
3. The behavior is in the context of power. This can include staff to student,

student-to-student, student to staff or other

Harassment can include, but is not limited to:

1. Direct or indirect comments to a person or about a person of a sexual nature
2. Touching a person's body or clothing
3. Looking, ogling or leering
4. Displaying pictures or written material of a sexual nature

Sexual harassment should be reported to the building principal, Ronald Diimig, Executive Director of Student & Family Services at 328-6423 ext. 352 or Janet Reiners, Executive Director of Human Resources, 328-6429 ext. 232.

Human Relations

In addition to the nondiscrimination policy, the School District also sets standards for how all staff and students are to treat each other. You should always be courteous and respectful to others and you should expect to always be treated with courtesy and respect. If your behavior is inappropriate, you will be corrected by staff or referred to your principal (see Code of Conduct section of this booklet). If you think you have been treated disrespectfully by staff or students, you should discuss the situation with a teacher, counselor or administrator.

Physical and Sexual Abuse

Staff, students and other visitors to the school are prohibited from engaging in physical and sexual abuse of students. Physical abuse is the unnecessary use of force, which results in physical injury (Ex: bruises in the form of a hand print on the upper arm of a student). One of the key words here is "unnecessary." Staff may use force, even if it results in injury, in order to protect themselves, other people or property. Any type of sexual contact between students and staff at any time is prohibited.

Staff Abuse of a Student

The Council Bluffs Community Schools has appointed a designated investigator and an alternate investigator of student abuse allegations. Anyone having any knowledge of physical or sexual abuse of any students by a school employee should contact:

Ronald Diimig, Executive Director of Student & Family Services, 328-6423 ext. 352

(Designated Investigator)

or

Janet Reiners, Executive Director of Human Resources, 328-6429 ext. 232

(Alternate Investigator)

or

Becky Zorn, Associate Director of Special Education 328-6490 ext. 434

(Alternate Investigator)

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to 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 Ron Diimig, Executive Director of Student & Family Services, at 328-6430 or Becky Zorn, Associate Director of Special Education, at 328-6490. The complete text of the law and additional information is available on the Iowa Department of Education's website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Handicap Accessibility

Although certain facilities in our District are not fully physically accessible to handicapped persons, the Council Bluffs Community School District will take such measures as are necessary to ensure that no qualified handicapped person is denied the benefits of or excluded from participation in the educational program. The Council Bluffs Community School District may make the educational program accessible through such means as 1) reassignment of classes or other services to accessible locations, 2) the redesign of equipment, 3) the assignment of teacher associates, 4) alteration of existing facilities, and 5) construction of new accessible facilities. The Council Bluffs Community School District is not required to make structural changes in existing facilities when other methods are sufficient to comply with the accessibility standard.

To facilitate planning, handicapped students who will be attending the Council Bluffs Community Schools should identify themselves at least 60 days prior to the start of their attendance. You may contact your building principal or the Executive Director of Student & Family Services, Ronald Diimig at 328-6423.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; Education of All Handicapped Children Act of 1975 (and updated as the Individuals with Disabilities Education Act of 1991); Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and all applicable federal, state and School District policies and procedures, may be directed to the Executive Director of Student & Family Services, Ronald Diimig (328-6423) or the Executive Director of Human Resources, Janet Reiners (328-6429), 12 Scott Street, Council Bluffs, Iowa 51503; to the Director of the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St., Des Moines, Iowa, 50319, or to the U.S. Department of Education Office of Civil Rights, 111 North Canal Street – 10th Floor, Chicago IL 60606.

Religious Rights and Freedom of Expression

All students keep their constitutional rights, including freedom of speech and expression when on school grounds or when participating in school-sponsored activities. These rights include freedom of religion. The constitutional rights of students at school can get complicated. The following points are intended to help students, parents, staff and the general community better understand these rights. The guidelines listed below are subject to change should new court decisions so require and will be reviewed annually to determine continued compliance with legal standards.

If you have questions about any of the following, you may call your principal for specific Council Bluffs School District guidelines or contact the Executive Director of Student Services, Ronald Diimig at 328-6423.

- Secondary school students have the right to use school facilities for religious clubs before or after school. Although the club or organization must be student led, students may

invite speakers from outside the school to occasionally participate in the religious club as long as outside speakers do not direct, conduct or control the meeting.

- Students may peacefully distribute free religious literature on school grounds during non-instructional time.
- During non-instructional time, students have the right to pray individually, in groups or to engage in religious discussion as long as it is non-disruptive and respects the rights of those who do not wish to pray. If a school or teacher provides a moment of silence, students are free to use that moment as they choose including personal thought or prayer.
- Students may bring religious books to school and may read from those books during non-instructional time (including free time in class, lunchtime, before or after school, recess, passing time or any other time students are freely permitted to mingle with their peers).
- Religious books can be part of a secular program of instruction and learning. Students may use religious books if otherwise relevant in study as references in assignments or for academic content.
- Clothing and jewelry with religious symbols and messages may be worn unless the item is prohibited for other reasons by the school's dress code.
- School officials or school employees, while acting in an official capacity may not encourage or solicit religious or anti-religious activity. This includes mandating or organizing religious programs at school events including graduation.
- Religious events and activities may be announced or advertised by the school in the same manner as other community events.
- Graduation speakers including students may speak on any topic relevant to graduation and may, if they choose, include religious/philosophical themes in their speeches.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
3. Activities involving collection, disclosure or use of personal information

obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through the District handbook, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted in individual school handbooks and will provide an opportunity for the parent to consent or opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the projected activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings. This

requirement does not apply to school based fund raising programs, scholarships, post secondary or military recruiting.

Building level activities, if any, requiring parental notice and consent or opt-out for the upcoming school year may be found in your individual school handbook. For surveys and activities scheduled after the school year starts, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

This September, 6th, 8th and 11th grade students will be invited to complete the Iowa Youth Survey. Information is collected about their ideas on alcohol, tobacco, drugs, bullying and harassment and violence prevention. The information collected will help the state planning agencies, our school and local community task forces put together valuable future programming. It is important to ask children to tell us what is good and working about their life in Iowa, and what needs improvement, in their eyes. If you do not want your child to participate in the Iowa Youth Survey you must notify your school in writing.

Each spring, the District does administer a school climate survey to students, parents and staff. In grade 4-12. Responses are anonymous. You may view this survey in advance by contacting your child's school or calling Student & Family Services at 328-6423. The survey deals with a wide range of topics from basic cleanliness of the facilities, demeanor of staff and students and Code of Conduct issues such as bullying, substance abuse and overall fairness of school discipline. You may opt your child out of the survey by providing written notice to your child's school.

You may contact Ron Diimig, at 328-6423 for information about either survey.

No Child Left Behind Parents/Guardians Rights Notification

Parents/Guardians in any school of the Council Bluffs Community School District have the right to learn about the following qualifications of your child's teacher:

- State licensure requirements for the grade level and content areas taught.
- The current licensing status of your child's teacher.
- Baccalaureate/graduate certification/degree.

Parents/Guardians in any school of the Council Bluffs Community School District may also request the qualifications of an instructional paraprofessional who works with your child.

Parents/Guardian in any school of the Council Bluffs Community School District will receive notification when a substitute teacher is in your child's classroom for four consecutive weeks and does not meet the highly qualified teacher definition.

Parents/Guardians may request this information from the Office of Human Resources by calling 328-6429, ext. 232 or sending a letter of request to the Office of the Executive Director of Human Resources at the Educational Service Center, 12 Scott St., Council Bluffs, IA 51503.

Notification of Parental and Students Rights Regarding School Records

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 educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to a school administrator [or appropriate school official] at the site the student attends a written request that identifies the record(s) they wish to inspect. The administrator 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.

Parents or eligible students may ask Council Bluffs Community Schools 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. This does not include the grade as determined by a teacher. However, it can include a grade inaccurately computed or recorded.

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. FERPA authorizes disclosure without consent of the following types of information to the public: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, absences, degree and awards received, the most recent previous school or institution attended by the student and other similar information including that contained in a yearbook, newspaper or other school publication. **To prevent the public release of such information, a parent must file a written objection with the building principal responsible for maintaining student records. Without specific parental objection, the principal or supervisor of student services will release directory information when the official deems release appropriate. The parent must notify the school of objections in writing within 30 days of registration. To prevent the release of public information to military recruiters, a parent must specifically request in writing that such public information not be released to military recruiters.**

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes, but is not limited to, 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 service or task (such as an attorney, consultant, auditor, AEA

employee, specialized instructor or program provider, medical consultant, therapist or employee of an agency contracted to assist the District with management, storage, transfer and security of student electronic databases) or parent or student serving on an official committee, such as a disciplinary or grievance committee 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 educational records without consent to officials of another school district in which a student seeks or intends to enroll. This includes, when requested by the releasing institution, the transfer of suspension and expulsion records to any public or private elementary or secondary school when a student enrolls or asks to enroll in that school.

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

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

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the District. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Special education records are maintained for 5 years after date of graduation or discontinued attendance. The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in records is no longer needed to provide educational services and before the information is destroyed.

Student records may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

The 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. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or the 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.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2010 - Last date for regular open enrollment request for the 2010-2011 school year.

September 1, 2010 – Last date for kindergarten open enrollment requests for 2010-2011 school year.

March 1, 2011 - Last date for regular open enrollment requests for the 2011-2012 school year.

September 1, 2011 – Last date for kindergarten open enrollment requests for the 2011-2012 school year.

Parents/guardians of open enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact Ronald Diimig, Executive Director of Student & Family Services at 328-6423 ext. 352 or a Department of Education Consultant at 515-281-5001.

What Parents Should Know About Open Enrollment

The Council Bluffs Community School District is pleased and honored to be your school system. Open Enrollment laws give you the opportunity to continue being a part of us, even when you move outside of the district. However, the law is complex and there are several things you should know:

- There are no tuition charges for students who qualify to change schools under open enrollment.
- Parents who wish to transfer out of a district must formally notify that district by January 1st of the school year proceeding the year in which the transfer is desired. Exceptions to this include kindergarten students, special education early childhood students, and situations which show “good cause.” General Education Early Childhood students are not eligible for open enrollment

“Good Cause” means:

- a) a change in the child’s residence due to a change in family residence
- b) relocation from another state
- c) a change in the marital status of a child’s parent
- d) a guardianship proceeding
- e) placement in foster care
- f) adoption
- g) participation in a foreign exchange program
- h) participation in a substance abuse or mental health treatment program
- i) the closing or loss of accreditation of a non-public school
- j) change in the status of the student’s resident district.

If “good cause” exists, the family is immediately eligible for open enrollment. This means if you move (or meet one of the other “good cause” criteria) you can attend the Council Bluffs Community Schools.

- Kindergarten open enrollment requests may occur through the September 1st of the Kindergarten year.
- Open enrollment requests are only to specify a district. The receiving district may specify the building to which the student will be assigned. If you wish to continue attending Council Bluffs Community Schools, your child will continue in his/her current school.
- A school district may deny an open enrollment request for a number of reasons: effect on racial integration, total number of students, classroom space, lack of appropriate programs or because the student is under suspension or expulsion.
- A student is generally ineligible to participate in interscholastic athletic contest and competitions for the first 90 days of enrollment in the district. An exception would be made if a student opts to remain in our district under open enrollment following a change of resident district.
- Transportation, with some exceptions, is generally the responsibility of the parent.

The Council Bluffs Community School District is committed to meeting the needs of parents and students. If you wish additional information, please contact a building principal or the Executive Director of Student & Family Services, Ronald Diimig at 328-6423.

Homeless

Homeless children have a right to an education. If you know of any homeless children please notify your principal or Student & Family Services. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. If you are homeless and feel you are being denied an education, contact your child's principal. The designated liaison for Homeless Children and Youth for the Council Bluffs Community School District is Ronald Diimig, Executive Director of Student & Family Services at 328-6423 or call Iowa Legal Aid at 328-3982.

Post-Secondary Enrollment Options Act for High School Students Only

It is possible for high school students to enroll in courses or a program of studies at an approved Iowa college in order to earn college credit and high school credit at the same time. Tuition and other costs (maximum \$250 per course) will be paid by Council Bluffs Community Schools if the course is not equivalent to an existing high school course. For a full explanation, a school counselor should be contacted.

Human Growth and Development

Human growth and development can include topics such as self-esteem, interpersonal relationships, human sexuality (including stereotypes, abuse, harassment and sexually transmitted diseases), substance abuse, stress management and suicide prevention. Parents and guardians are encouraged to speak with school staff regarding content at specific grade levels and in specific courses.

With the exception of the 5th grade program, "Human Growth and Development," there shall not be separate notice regarding specific classes, course content, assembly or other method of instruction.

Parents who object to any or all aspects of instruction in human growth and development must file a written request with the building principal that the student be excused from the instruction.

The written request shall include a proposed alternate activity acceptable to the school. The parental objection and suggestion for alternative activity must be filed annually and shall be placed in the student's file.

Upon approval of the school principal, the request for alternative activity will be followed.

Medications and Health Information

Student medication policy is outlined in board Policy 517. No medication (including prescription and over the counter medications) may be taken at school without specific written authorization. Only employees specifically trained and authorized may administer medications. A student may not maintain medications in his or her possession for self-medication unless authorized by the school nurse. Carrying inhalers for asthma is permissible. However, certain guidelines are required, including written doctor and parent authorization. For more information please contact the school principal or nurse. Special education students may have additional criteria contained in their Individual Education Plan (IEP).

Please inform the school nurse of any medical concerns your child may have, as well as any changes in the status of your child's health, including medications, even if there is no change in the medication.

Due to changes in the law regarding confidentiality, it may be more difficult for us to contact your child's doctor regarding immunizations and medications. Please be sure we have appropriate information and signed authorization.

Student Absences and Sign Out

If a student is going to be absent, or if a parent or guardian wishes to have a child leave before the regular dismissal time, it is possible to notify the school by note or phone. Parents/guardians picking up children must come into the office and sign the children out. A child who becomes ill during the day may only be released to the parent or another adult previously selected by the parent.

Emergency Drills

Periodically, the school holds emergency fire, tornado, lockdown and other emergency drills. Teachers will notify, on a regular basis, students of the procedures to follow in the event of a drill. Emergency procedures and proper shelter areas are posted in all rooms. Students are expected to remain quiet and orderly during the drill or an emergency. School phones are not answered while a drill is in progress.

Eligibility Criteria For Free and Reduced Lunch

Note: All students are required to have this information, but it is furnished separately by Nutrition Services. If current information is not available at time of publication you may distribute separately.

Student Fees

Student fees are authorized for textbooks, school supplies, eye and ear protective devices, driver education, tuition for summer school and transportation for resident students attending public school who are not entitled to transportation. No student will be denied an education or be restricted from participation in co-curricular programs because of his/her inability to pay these fees. The building administrator may waive fees for students with financial hardships.

To have fees waived the Standard Fee Waiver Application should be completed and returned to

the building principal.

Student Discipline

Building level discipline policies unique to each school are contained in the school handbook and reflect Board Policy. District wide discipline policies and due process procedures for general and special education students are contained in the Code of Conduct section of this handbook.

Surveillance Cameras

Surveillance cameras may be located on school buses and in various public spaces in school buildings and on school grounds. These cameras are present to assist school officials in providing a safe environment for all students, staff and visitors. Video records from these cameras, although otherwise confidential student records, may be reviewed in the presence of school officials by parents of students being disciplined as a result of misconduct recorded on tape and may be used as evidence in student hearings. Students and others should know that they have no expectation of privacy in those places where surveillance cameras are installed and that student discipline records become public records if a student in an appeal to the Board of Education requests a public hearing or files lawsuit challenging the decision of the Board of Education.

Safe Schools

Students who are the victim of a serious crime on their school's campus have a right to transfer to another school within the district. Transportation is the responsibility of the student and/or parent.

Serious crime is defined as:

A forcible felony, physical or sexual assault other than a misdemeanor, kidnapping, 1st or 2nd degree robbery or extortion, 1st degree arson, use of incendiary or explosive device, criminal gang activity, use of a weapon.

Contact the Executive Director of Student & Family Services, Ronald Diimig at 328-6423 to arrange a safe schools transfer.

Lost or Stolen Property

Neither the school district nor its staff is responsible for lost or stolen property. Students are encouraged to only bring to school what is needed for learning each day. Students should not switch lockers unless authorized by the school administration. Students should not give out locker combinations to other students. Stolen property and broken lockers should be reported to staff immediately.

Visitors

All visitors, including parents are required to sign in and out of buildings when school is in session and students are present. Visitors and parents shall be provided a visitor's badge upon signing in and shall be required to wear the badge until signing out of the building. Visitor's badges shall not be required at parent teacher conferences. The conference sign in sheet shall serve as the building sign in sheet. At the discretion of the principal, sign in and visitor badge procedures may be modified or waived for special events such as holiday performances which may be held during the school day.

Other than for early childhood programs, parents are expected to say goodbye to their children outside the school door and children will independently go to lockers and their classrooms. Parents are expected to wait outside the building for student dismissal.

With exceptions to be approved by the building principal, students are expected to arrive on time and to attend all day. Check with your individual build to confirm late arrival and early dismissal procedures.

Specific sign in requirements for parents with children in early childhood programs shall be provided by schools with early childhood programs.

Parents wishing to visit classrooms, breakfast, lunch programs or recess are required to have the advance permission of the building principal. All procedures for sign in and visitor badges are to be followed. Parent and other visitors who fail to follow expected procedures; or who interfere with the responsibilities of staff or who behave or speak inappropriately to students or staff shall have visitor access privileges limited or revoked.

Cell Phones/Electronic Devices

The use of Electronic Devices. (cell phones, games, music players, etc.) is limited to specific areas of the building at specific times of the day. Cell phones in the building must ALWAYS be on silent. Classroom use of cell phones or other electronic devices is limited to instructional purposes as determined by the teacher. If causing a distraction, teachers will handle the situation like any other classroom distraction and ask the student to put the device away. Upon 2nd violation in the same classroom, the teacher will assign a detention and contact the parent and explain the need to keep the phone off in class. Any violation after parent notification will be made known to the building administrator. The building administrator may require the student to leave the cell phone in the office for later retrieval; hold the phone and require the parent to come to school to receive it; or apply other sanctions from the Code of Conduct (Policy 512).

The cafeteria and any student common area may be designated electronic-use areas during lunch. Buildings may restrict the use of cell phones and other electronic devices in these areas if their use interferes with orderly conduct in the school. Students are NOT permitted to use electronic devices while purchasing lunch as it causes confusion in the checkout process. Cell phones may be used in hallways, lunch room and other non instructional areas of the building before the start or after the end of the instructional day unless otherwise authorized by the building principal. The District's Internet Appropriate Student Use Policy (Policy 617) applies to students whether using District or personal devices. No student may take or transmit photos or videos of any individual without permission of staff and the person being photographed.

There are some additional responsibilities for both parents and students. The Council Bluffs Community School District understands that many parents communicate with their children via text messaging during school hours. We ask that you limit that communication to the time the student has lunch and before or after the start of the instructional day. Other communication should be done through the school office. If students choose to bring electronic devices to school, **THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

Searches

School District employees may conduct periodic inspections of all school lockers, desks or other school property or a randomly selected portion of any of these. School District employees may also open a locker to conduct maintenance or to check for needed maintenance. Contraband or

evidence of school policy violations or violations of legal statutes discovered during regular, routine maintenance or random checks can be used as evidence against the student. Reasonable suspicion is required if a principal or his/her designee wishes to have a search conducted other than a routine maintenance or random check. Searches of individuals and/or their personal property, including automobiles, shall be based on reasonable suspicion, be within a reasonable scope and be performed by a school administrator and one other staff person. Pat down searches shall be conducted by a staff person of the same gender. An adult witness of the same gender shall be present, when feasible. Strip searches and the use of a drug sniffing animals to search a student's body are not permitted.

Confiscated Items

Staff may confiscate items considered inappropriate for school. If the item is illegal, it may be turned over to the police. Unless turned over to the police, confiscated items will be held in the main office and returned to the parent upon request at the conclusion of disciplinary action.

If no request is received within 10 days, the item will be destroyed or disposed. If no disciplinary action is planned, the item will be returned to the student or the parent with a direction that the item not be brought to school again. If this direction is violated, the student could face disciplinary action up to and including suspension or expulsion. Reasonable efforts will be made to securely store confiscated property until returned.

Police Resource Officers

Police Resource Officers have multiple roles as staff in a building. They offer security to staff, students, parents and clients of the school while on school premises. They also offer education and information to students and staff about the law. The officers have authority and responsibility separate from school authorities. Their powers to arrest or issue tickets are the same as any other police officer. Students should be aware that they can be subject to police action separate from any school action.

Presence At School Facilities Or Related Activities

Students shall not be on any District grounds or property or at school activities involving the Council Bluffs Community School District unless they have an appropriate reason for being there. Students and others may face disciplinary action including suspension and expulsion and be removed, barred and/or charged with trespass, disturbing the peace or other crimes if related to an inappropriate presence on school grounds.

Students who have engaged in serious or repeated acts of misconduct (Level 3) may be denied attendance at school related activities in addition to any period of suspension. This includes school graduation ceremonies. As with suspensions, the student must be provided with the due process provisions of the Code of Conduct. Students who have been suspended or expelled are excluded from all Council Bluffs Community School grounds or property and from all school activities involving the Council Bluffs Community School District during the period of suspension or expulsion without prior permission of the school principal or representative.

Compulsory Attendance

A child who has reached the age of six and is under seventeen years of age by September 15th is of compulsory attendance age. All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent and student have filed for competent private instruction (home

schooling) by August 26th or within 14 days of removal from school. Any child who fails to attend school without reasonable excuse for the absence shall be defined as truant. The building principal or designee may report each child of compulsory attendance age who is truant to the County Attorney. It is the responsibility of the County Attorney to take appropriate action.

Excused absences may include:

1. Illness
2. Funeral
3. Medical appointment (Parents are encouraged to set appointments outside of the school day.)
4. Required court appearance
5. Absences to attend a religious service or to receive religious instruction
6. Other absences excused by the administration

A school administrator may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused.

The principal may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal, but shall be generally defined as interfering with the child's educational progress.

Truancy:

Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. Acts of truancy may result in interventions, denial of academic credit or grade level or course retention, and/or placement in alternate learning opportunities or referral to the County Attorney.

Drop Outs – License Revocation

Students between the ages of 16 and 18 who cease to attend school or officially withdraw (without a transfer and attendance at another school) will be reported to the Department of Transportation for the purpose of license revocation. This includes students who enroll in or intend to enroll in a GED program.

Attendance is part of a student's permanent record and will be furnished to prospective and/or current colleges and employers. This information may also be requested by the armed services as part of the recruiting process.

Transfers Within District

Students must live within the established attendance area or be approved for transfer to another school within the Council Bluffs Community School District. If you do not live in the area of the school you wish your child to attend, you must apply for an in-district transfer. Transfers may not be granted due to large class sizes in the receiving school. Lewis and Clark Elementary is closed to receiving in-district transfers and open-enrollment transfers for the 2010-11 school year.

Parent requests for in-district transfers are limited to one per year, per student. Transfers may only take place at the end of a quarter or semester (October, December or March). Students with excessive absences will not be allowed to transfer to another school unless approved by both the sending and receiving building as part of a planned attendance intervention or unless approved as

part of a court-ordered mediation. Students who develop excessive, unexcused absences after a transfer may have the transfer revoked and be returned to their home attendance area school.

When a transfer is initiated by the parent, transportation is the parent's responsibility.

If you move outside of the Council Bluffs Community School District, you may request to remain in your current school. Please ask the school office for a form to request Open Enrollment into the Council Bluffs School District. If a change of address creates the need to attend a school in another school district, your student's records will be provided to the new school district upon request.