

CENTRAL
ELEMENTARY
HANDBOOK
2011-2012

TO THE PARENTS AND STUDENTS

This student handbook is intended to help acquaint families with our elementary program. We hope that each family will take the time to go over the information. This handbook however is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact the school with any specific questions or other concerns regarding the material in this handbook.

Our elementary school hopes to foster positive student behavior by helping students apply our three guidelines for success.....

DO YOUR BEST, BE SAFE, BE RESPECTFUL

And our pillars of character.....

RESPECT, RESPONSIBILITY, TRUSTWORTHINESS, FAIRNESS, CARING, CITIZENSHIP

CENTRAL TIME SCHEDULE 2011-2012

Buses Arrive	7:50-8:05
Central Students Enter Building	8:05
Warning Bell Rings	8:10
Classes Begin at Central (AM Preschool)	8:15
Preschool Recess	9:45-10:00
Recess Kindergarten	10:00-10:15
Recess Grades 1 & 2 (Graded/MA)	10:15-10:30
Recess Grades 3 & 4 (MA)	10:30-10:45
Recess Grades 3 & 4 (Graded)	10:45-11:00
AM Early-Kindergarten Dismissal	11:10
AM Preschool Dismissal	11:15
PM Early-Kindergarten Starts	12:10
Lunch/Recess for Kdg. & 1 st	11:15-12:10
PM Preschool Starts	12:15
Lunch/Recess for Multi-age & 2 nd	11:50-12:45
Lunch/Recess for 3 rd & 4 th	12:25-1:20
Preschool Recess	1:30-1:45
Recess 1 & 2 (Graded)	1:45-2:00
Recess Multiage 1-4	2:30-2:45
Recess Kindergarten	2:45-3:00
Dismissal K-4	3:10
Buses Leave Central	3:15
PM Preschool Dismissal	3:15

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website – www.nevada.k12.ia.us If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office or the School Board Policy Book is available at the Nevada Public Library.

LATE STARTS FOR 2011-2012

We will implement "LATE START" Mondays for the first time this school year. This time will be used for our teachers to participate in professional development. Please put the following dates on your calendar. School will begin *exactly* two hours later than we typically start. We will not provide childcare – please make arrangements for your children on these Mondays. If children show up before the start of the school day on a late start day – we will call parents to come get the children. If parents cannot be reached, we will call those listed as emergency contacts.

Sept. 12 Sept. 26	Dec. 12	Mar. 26
Oct. 10 Oct. 24	Jan. 9 Jan. 23	Apr. 9 Apr. 23
Nov. 14 Nov. 28	Feb. 13 Feb. 27	May 14

ACADEMIC GOALS

PREPARING LEARNERS TODAY FOR TOMORROW. (NCSD Mission Statement)

ELEMENTARY IMPROVEMENT GOALS 2011-2012

The Nevada Community School District has set the goal to improve the level of learning, achievement and performance of its students. The use of the Iowa Tests of Basic Skills (ITBS) scores is one measurement that the district is using to determine the student academic growth. ITBS is also part of the state education plan in meeting federal guidelines for "No Child Left Behind" (NCLB).

The state has set up the following goal and accountability system to identify poorly performing schools. The system reports the proficiency levels in grades 4, 8 and 11 with the long range goal being 100% proficient by 2013-14.

Goals for 2011-2012

A student is determined to be proficient by scoring above the 40th percentile (based on ITBS national norms) in the areas of reading comprehension, math total and science.

	Nevada Annual Improvement Goals	State Reporting Requirements-ITBS
Reading Comprehension	To increase the percent of 4 th graders scoring in the proficient range or above in reading comprehension	4 th grade results in Reading Comprehension
Math Total	To increase the percent of 4 th graders scoring in the proficient range or above in math total on ITBS	4 th grade results Math Total
Science	Not Required for Elementary Students	

Long Range Goals

By the end of the 2013-14 school year, 100% of the students in Nevada Community School will be proficient in reading comprehension and math.

Annual Improvement Goals

Annual improvement goals for the Nevada Community School District will reflect continuous improvement. Student performance will meet or exceed the expectations set by the Iowa Department of Education in the areas of reading comprehension, math and science as measured by the Iowa Tests of Basic Skills and the Iowa Tests of Educational Development.

LOCAL ASSESSMENTS

In the area of reading, we also have goals for students for fluency. We know that if students read fluently or smoothly without hesitation, the child usually does a better job of comprehending what he/she has read. Therefore, children will meet the following fluency goals:

- 1st Grade – 47 words per minute by the end of the year
- 2nd Grade – 87 words per minute by the end of the year
- 3rd Grade – 100 words per minute by the end of the year
- 4th Grade – 115 words per minute by the end of the year

We also have local math computation goals. These goals are measured by how many problems students can complete in a minute. The guidelines for each grade level are outlined below.

2 nd	Mixed Math – 24 Digits Correct	Application – 24
3 rd	Mixed Math – 50 Digits Correct	Application – 22
4 th	Mixed Math – 57 Digits Correct	Application – 22

PARENT/STUDENT/CONCERNS

One of the goals of the elementary staff is to provide honest responses about your student's successes in the classroom and school building. Also, we wish to have open dialogue with you about concerns you may have relating to the classroom, programs, or other topics.

If you have a complaint, please go directly to that individual and express your concerns. If the problem/concern is not resolved, please use the procedure listed below:

1. Teacher
2. Administrators
3. Superintendent of Schools
4. Board of Education

REPORT CARDS

Following the end of the first quarter, parent conferences will serve as the first reporting period of the year; report cards will not be issued. Parents will then receive a report card the week following the end of the 2nd quarter. Parent conferences will again take place in lieu of a report card for the third quarter. The 4th quarter report card will be sent home with students the last day of school.

HEALTH SERVICE RESPONSIBILITIES

Full time health service is provided for grades K-4. Not only is the focus on physical care for the students but on health promotion and health education as well. With increasing public awareness of the hazards of blood borne pathogens (such as Hepatitis B), health promotion and health education have become large factors in continually educating students, parents, and staff of the importance of universal precautions and the reasons for not touching another person's body secretions, such as blood. Examples of other areas of health education, in which the school nurse is often a classroom presenter or serves as a resource person for the classroom teacher are communicable and chronic diseases, dental health, growth and development issues, CPR, systems of the body and tobacco, drug and alcohol awareness.

Some of the health services for students and staff include screening programs (such as vision, hearing, blood pressure checks, height and weight measurements, dental screening), illness care, first aid and emergency measures, aiding in communicable disease control, and health counseling. Health counseling, an increasingly important part of health service, involves conferences with students on issues such as family dynamics, personal health concerns, weight control, stress related issues, and personal hygiene issues.

HEALTH GUIDELINES

In the event a student is injured or becomes ill while at school, the school nurse will assess the student and, if needed, will notify the parent. If a parent cannot be reached, the person to whom the parent has designated as one to contact who will care for and make decisions for the student will then be contacted. Unless the nurse deems a follow-up with a doctor is necessary or medication is administered, parents may not receive a call.

Hepatitis B

The Iowa Legislature passed a law requiring hepatitis B immunization. It states "evidence of hepatitis type B immunization shall be required of a child born on or after July 1, 1994, prior to enrollment in school in kindergarten or in any grade."

Dental Screenings

In 2007, the state legislature passed House File 906 which became effective July 1, 2008. This legislation requires Iowa's kindergarten, 9th grade and high school transfer students to receive dental screenings. This academic year an audit will be conducted by the State Public Health Department to ensure compliance to this legislation. Kindergarten dental screenings must be completed by a dentist, MD, DO, PA, nurse or dental hygienist and the state form must be returned to Central Elementary. Screenings performed within the last year will qualify. Central Elementary, in cooperation with the school nurses and local dentists, will schedule a screening during school hours for kindergarten students in the fall as part of the dental health unit of study. Students who have not been screened prior to that time can use that screening to meet the requirements of this legislation.

Hearing Screenings

All students in grades K-4 will receive a hearing screening yearly. Heartland AEA 11 will conduct the hearing screenings at Central. Students who do not pass this screening will receive a repeat screening and may receive individual hearing tests by the audiologist and consultation with school personnel. Parents will be notified about the results of the hearing test if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems

recently, feel free to send this information to the school nurse for the audiologist. If you DO NOT want your child to participate in the screening program and follow-up assessments by the school audiologist this year, please notify the school. If there are any questions about the hearing testing program in your school, please contact your school nurse or principal.

Healthy Kids Act

Beginning July 1, 2009 school districts must ensure that physically able pupils in grades K-5 engage in physical activity for a minimum of 30 minutes per day.

MEDICATION POLICY

All medication to be administered during school hours will be kept and administered by the nurses. No medication will be administered without specific guidelines and directions from the parent. All medication to be administered at school must be accompanied with a medication permission sheet, giving specific directions, along with the signature of the parent (if it is an "over-the-counter" medication) and the parent and physician (if it is a prescription medication). Prescription medication administered at school needs to be in the original prescription container labeled with:

1. Name of the Child
2. Name of Medication
3. Directions
4. Physician's Name
5. Date of Prescription

Students with asthma or other airway constricting diseases may self-administer their medication upon approval of parents, prescribing physician, and the school nurse. Students at Central will continue to deliver other prescription medications to the nurse at Central. Students will stop for their meds at breakfast, recess, lunch or the end-of-the-day.

Accident Procedure

From time to time children will have an accident during the school day where the child sustains some kind of injury. The adult supervising will assess the situation and determine whether the child can safely travel to the nurse's office or whether the child should not be moved and the nurse will need to travel to the child. Upon arrival either at the nurse's office or the nurse arriving on the scene of the accident, the nurse will assess the situation and determine if emergency services will be called, the parent will be called, or the child will be treated and returned to class.

If an ambulance and the EMT's are called, the parent will be summoned immediately. If emergency services are not warranted, but the nurse still feels that the child needs to see a doctor, the parent will be contacted immediately. If the child is treated and returned to the classroom, the nurse will call the parent if the injury warrants a follow up. In the event emergency services are warranted Story County Medical Center will be used unless parents have previously stipulated otherwise.

SCHOOL LUNCH

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch. Our lunch accounting system is computerized. Money can be placed in your child's account at any time with a minimum of \$10.00 deposit. A reminder will be sent home when \$3.00 remains in the account. Free and reduced priced lunch applications are included in registration materials as

well as available at our superintendent's office. A free and reduced application can be completed at any point in the school year. Breakfast will cost \$1.20 and will also be drawn from the child's computerized account.

1. Prices for K-4 students:

	<u>Regular Cost</u>	<u>Reduced Cost</u>
Lunch	\$2.10	\$.40
Breakfast	\$1.20	\$.30
Adults	\$2.80	
Individual Milk	\$.30	Not Available
Milk Break	\$5.80 per semester/\$11.60 year (Preschool) \$7.25 per semester/\$14.50 year (Pre-K & PSH) \$26.40 per semester/\$52.80 year (Kindergarten)	

2. The classroom teacher collects the lunch money in the classroom that will be deposited in your child's account.

SNACKS, TREATS, PARTIES, ETC.

In the interest of providing the safest environment for our students, the following guidelines are to be followed. These guidelines are to be followed for all parties, snacks, and treats sent to school.

We require that any food sent to school from home be sealed and prepackaged. We want to insure that snacks are safe and free of contamination. Individually prepackaged treats are fine, but not necessary. Large boxes of treats that are unopened are O.K. to send as well. A list of snacks that fit the guidelines are listed below. If food is sent that does not fit the above guidelines, it will not be served to the students. Our food service dept. will also supply snacks or treats – please contact Candy Anderson at 382-3521 to make arrangements for those to be provided to your child's classroom.

Safe & Healthy Snack Ideas (Could include but not limited to:)

Fruits or Vegetables in whole form that can be washed
 Individually sealed cheese sticks
 Crackers (wheat, saltine)
 Graham crackers (plain, chocolate or cinnamon)
 Goldfish crackers
 Ritz Bitz (cheese filled only)
 Chex Mix (not Doritos snack mix)
 Frozen yogurt tubes
 Pretzels
 Low sugar cereal (Cheerios, Honey Nut Cheerios, Life, Mini Wheats, etc.)
 Individually sealed fruit cups
 Granola or cereal bars (not chocolate covered)
 Animal crackers

CLASSROOM PARTIES

In elementary school, students have a few classroom holiday parties. Parents sign up to provide snacks and refreshments. We acknowledge that parties are special celebrations and, therefore, we do not require that these snacks fit the "healthy" criteria or a non-food items are appropriate as well. They do need to be prepackaged and sealed to encourage food safety.

BIRTHDAY TREATS

If you choose to send birthday treats, they need to be prepackaged but do not need to follow the healthy snack guidelines.

GRADED PROGRAM/MULTI-AGE PROGRAM

At Central Elementary parents are provided a choice of programming for their child. Our elementary school offers a graded program and a multi-age program. Although there are many similarities between the two programs, the program differences are outlined below:

GRADED PROGRAM

- Classrooms are given a particular grade level designation.
- Students have a different teacher each year.
- Curriculum cycles yearly.
- Curriculum is divided developmentally by integration and unit themes.
- Students usually are promoted to the next skills and subject areas with same grade level each year.
- Portfolios used, optional.
- Student-led conferences, optional.
- Demonstration tasks used to show student progress.

MULTI-AGE PROGRAM

- Students are not given a grade level designation.
- Students generally remain with the same teacher for more than one year.
- Students work with a wide age-range of classmates.
- Curriculum cycles over a four year period.
- Curriculum is integrated into themes with developmental skill lessons.
- Students progress over a two year period Within the same classroom.
- Portfolios are used for evaluation.
- Student-led conferences, optional.
- Demonstration Night held.

The Multi-Age Program was offered for the first time beginning with the 1994-95 school year. There are eight multi-age classrooms. Those classrooms are configured in the following manner:

Classroom A:	Grades 1 and 2
Classroom B:	Grades 1 and 2
Classroom C:	Grades 1 and 2
Classroom D:	Grades 1 and 2
Classroom E:	Grades 3 and 4
Classroom F:	Grades 3 and 4
Classroom G:	Grades 3 and 4
Classroom H:	Grades 3 and 4

Preference forms will be distributed to parents in semester report cards so that parents can indicate which program they choose for their child for the next school year. An attempt will be made to honor parent choice, however, on occasion we must shift students from one program to the other to balance student numbers. On those occasions we may not be able to grant parents their choice of programming. Parents would then be contacted to inform them of that fact. Parents are asked to commit to one year of programming regardless of choice.

SCHOOL ATTENDANCE REQUIREMENT

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

Definitions:
Kindergarten through Eighth Grade Times

1. A student is considered tardy if he/she arrives at school within one hour of the building start time. If a student leaves between 2:10 and 3:10, it will be counted in the same manner as a morning tardy.
2. A student arriving at school after one hour after the day has begun will be considered absent for one-half day.
3. A student is considered absent for the full day if he/she does not arrive at school by 1:30 p.m.
4. A student is considered absent for one-half day if he/she leaves school prior to 2:10 p.m.
5. A student leaving school for an appointment for more than one hour during a one-half day period will be considered absent for one half day. (There will be no charged absence for one hour or less.)
6. Other absences or tardies will be determined by the building principal.

Attendance Procedure (Policy 501.3R1)

- Attendance Letter Sent at 5 days of absence
- Mediation Request sent to County Attorney at 8 days of absence
- Excessive tardies may result in an attendance plan, a family meeting, mediation, or school resource involvement.

Excused Absences

A student who is absent from school must bring an excuse from his/her parents stating the reason for his/her absence or the parent may call the school. Excused absences usually include, but are not limited to, personal illness, family emergency, death in the family, recognized religious observances, medical and dental appointments, and school activities. Each building principal will decide if the reason warrants an excused absence.

Unexcused Absences

A student who is absent from school will not be excused for the following reasons: shopping, hunting, attending a concert, work/employment, preparation/participation in parties or other celebration. Exceptions may be granted by the building principal.

Truancy

Students attending the Nevada Community Schools shall be considered truant (in violation of the compulsory attendance laws) when the following conditions exist:

1. Absent for five or more days without an acceptable excuse (unexcused absences). These days will be cumulative through the school year and do not need to be consecutive.
2. Chronically tardy in coming to school – being late to school ten or more times during one school year without an acceptable excuse.

3. Excessive Absences:
When, in the judgment of the building principal, a student is absent an inordinate number of days for personal illness, the principal may take the following actions:
 - A. Request a note from a doctor before the student is allowed to return to school after an absence of three or more consecutive days.
 - B. Request that the school nurse and/or the Juvenile Court Liaison Officer accompany her on a home visit when the student is absent for two or more consecutive days. If there is concern about the safety of the student or the school employees or if there is a concern about illegal activities occurring in the home, a member of the Nevada Police Department may accompany them on the home visit.
 - C. Conduct Mediation Meetings to resolve the absentee issue.
 - D. Contact the County Attorney to discuss legal options.

When a student becomes truant according to the definitions above, the building principal shall investigate the cause for the student's truancy. If the student is on probation from the juvenile court, he/she will be reported to the Juvenile Court Liaison.

If the student's attendance does not improve, the principal shall meet with the superintendent to discuss what additional actions might be taken. If necessary, the matter may be taken to the school board. If the student is still truant, the superintendent shall refer the matter over to the county attorney for students in grades 7-12. Before the case is sent to the county attorney, the principal and superintendent may review the facts of the case with the Nevada Police Department. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation process described in administrative regulation 501.1R1 before they are referred to the county attorney.

Absence Procedure

1. Parents are asked to call the elementary school when a student is absent/tardy. The secretary will contact those parents who have not called the school in the following order:
 - A) Call the Home
 - B) Call the Parent/guardian at Work
 - C) Call the Emergency Number
2. The school secretary will notify the building administrator if a parent cannot be reached or if there is concern for the reason the student is absent or tardy.
3. The building administrator will then apply one or more of the following procedures based on the student's previous attendance history:
 - a) Contact the classroom teacher for any details that may be helpful regarding the student's attendance.....and/or
 - b) Call the home to speak with the parent.....and/or
 - c) Go to the home to bring the student to school.....and/or
 - d) Call the police department and ask that they make a home visit.

Call-In Procedure

For the protection of your children and all K-12 students in this school district, parents are asked to call the school when your child will not attend school. The full cooperation of all parents will be needed to help this procedure succeed and help reduce the chances of a child's disappearance.

Parents or guardians, please do one of the following when your son or daughter is going to be absent from school:

1. Call the *attendance center* of your son or daughter. Voice mail is available during non-office hours.
2. Send a note with another son/daughter or another student.
3. When you know your son or daughter will be absent for more than one day, inform the office of the day they will return to class.

Voice mail has been installed on the office telephone line (382-2383). This allows calls to be made and a message left before the office opens at 7:30 a.m. When it is necessary for your child to be absent from classes, please call the office at a convenient time for you, but prior to 8:15 a.m.

If your child should have a communicable disease such as chickenpox, please contact the school. This will enable use to notify other parents to watch for symptoms of this disease.

When your child has been absent from school, please send a note explaining your child's absence. If your child is absent and needs make-up work, please notify the teacher in advance so materials will be ready.

ENTRANCE/ADMISSION REQUIREMENTS FOR KINDERGARTEN

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

ENTRANCE/ADMISSION REQUIREMENTS FOR PRE-SCHOOL

Children wishing to enroll in preschool must be at least four (4) years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office on or before March 1 of the year preceding the year in which the child wishes to transfer for children in grades 1-12. September 1 is the last date for open enrollment requests for students entering kindergarten. These deadlines may be waived if the parents show good cause, which for the purposes of open enrollment means a change in the residence of the pupil or a change in the status of the child's resident district.

If a parent/guardian moves out of the district and desires their child to remain in our district with no interruption in the educational program, an open enrollment application must be made within 10 days of such a move. Such an application is not made under the "good cause" provision.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements.

For students wishing to transfer out of the district the student's parents should notify the administration as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district your child will attend. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

SCHOOL CANCELLATION/EARLY DISMISSAL

All school closings, delayed starts and early dismissals due to inclement weather will be broadcast on the following radio/TV stations:

WHO (1040 and Ch. 13 TV), KLTI (104), KASI (1430), KLYF (100 FM), KJJY (92.5 FM), WOI (Ch. 5 TV), KCCI (Ch. 8 TV)

You will be notified in advance through the District Newsletter when an early dismissal is planned by the district. In case of an unplanned early dismissal due to weather, parents will need to listen to radio and TV news. Students will go to the location designated by parents for such an occurrence. Parents are no longer called.

ARRIVING AT SCHOOL

1. Students are NOT to arrive at school before 7:30 a.m. Playground supervision is provided at that time.
2. All students from Central will begin their day on the Central Playground. They are to go directly to the playground and NOT into the building. If students are dropped by parents, please use the drop-off zone on the south side of Central. Parents can pull either to the east or to the west to drop off. Please have consideration for the other parents dropping off by pulling forward as far as you can go and dropping off QUICKLY. Everyone in line is trying to get to work or to their day and would like to make it through drop off as quickly as possible. Under no circumstances will parents be allowed to drop in the bus zone on the North side of the building.
3. During inclement weather, all students will be allowed in the Central building at 7:30 a.m.
4. Students are not to be in the building until 7:45 a.m. typically.

PARENT PICK UP ZONE

All cars coming to Central will enter from the south off of H Avenue. We will wind you through the parking lot as you wait in your car to pick up/drop off your child at the main entrance. As always, please **DO NOT** get out of your car – you will need to continually pull ahead to keep the line moving.

East Bound:

If you would like to exit to the east (on to 10th St.), you will take a hard right as soon as you enter the parking lot and wind through the east side of the parking lot.

West Bound:

If you would like to exit to the west (on to 9th St.), you will take a hard left as soon as you enter the parking lot and wind through the west side of the parking lot.

When you get to the loading zone from either direction, we will load your son/daughter into the car so you can proceed to your chosen exit. Please make sure the backseat on the "school side" of the car is empty for easy loading. We DO NOT want to walk your child through the traffic lane to load on the off side. It is not safe.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, time with a mentor and other reasons approved by the administration.

NOTES AND BUS PASSES

If your child is to go some place other than where he/she usually goes or is supposed to be picked up by someone other than you, we **MUST** have a note or be contacted by the parent. The child will be sent to the usual location, if we cannot reach anyone to verify the change.

Parents will pick a primary bus stop for their student(s) for going home after school. This will be the stop that the student will be going to **EVERYDAY**. For example, if the student goes home 3 days a week and to a babysitter 2 days a week, the student's home bus stop would be the primary bus stop. The parent is responsible for sending a note for a bus pass for the other 2 days in the week. Notes need to be written by the parent and the student is responsible to give it to the building office secretary. The parent may call the office (by 2:30 p.m.) with the needed change, or for an unscheduled change during the day. Please do all your communication with the office and **NOT** through the driver. This is for your student's safety. If there is ANY change from the student's primary bus stop they will need a bus pass. Our bus drivers and sub-bus drivers are not expected to know when a student is doing something different. It is the parent's/ guardian's responsibility to send a note to school with the student or contact the school if there is a need for a bus pass to be issued.

Parent's may send a note requesting that their child get off their assigned bus at a different stop on the same bus route. The student is responsible for taking the note from his/her parent to the principal's office to obtain a bus pass. Please try to finalize these plans before your child comes to school. Your student's safety depends on he/she knowing where to go and what to do after school. Students who go to the same place everyday after school are rarely "lost".

CHANGE OF PLANS

We know that emergencies occur that cause family plans to change. We also know that when plans change children get very confused. Therefore we ask that unless it is an emergency please do not call and change your child's after-school plans in the middle of the day. Often times when parents plan one thing in the morning with their child and call to change that mid-day, the child becomes confused and that becomes a potential safety risk to your child. For example, Grandma and Grandpa may come visit unexpectedly. Rather than call to change what your child does after school, let your child ride the bus as usual, have Grandma/Grandpa pick your child up at the bus stop or daycare providers. Thank you!

Even with a necessary call, if that comes in after 2:30, we may not be able to get it to your child.

SCHOOL BUS POLICY

Please refer to the Handbook for School Transportation that was provided to you at the beginning of the school year.

COMMUNICATION

During the year, your child will be getting home messages in a variety of forms. It is important that you read these messages in order to be informed about school activities.

SCHOOL VISITS

Parents are welcomed to visit school. If possible, please notify the teacher in advance. It is recommended that younger brothers and sister **NOT** be brought to school during the visit. Parents are requested NOT to visit school during the first two weeks of school and the last two weeks of school. If parents are staying for lunch we would appreciate knowing that prior to lunch count at 8:15 a.m. – please call the elementary office. When parents show up for lunch and don't notify us that they will be eating, we can run short of food for our last rotation of students who are our 3rd and 4th graders. So...please call ahead. Thank you.

EVACUATION PROCEDURE: STUDENTS WITH SPECIAL NEEDS

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan. A copy of the individualized evacuation plan will be kept on file in the student's cumulative record. Parents are to notify the school of special considerations for their child in regard to fire and tornado evacuations.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held throughout the school year. State law requires four drills of each type annually. Teachers will discuss with students the procedures to be followed. Safety instructions may be given at anytime during the drill.

STUDENT CONDUCT

Regardless of whether your child is in the classroom, hallway, lunchroom, playground or on the bus we operate under three Guidelines for Success—BE SAFE, BE RESPECTFUL, DO YOUR BEST. We feel all of the rules for school and for daily living fit under these three principles. It is important for our children to practice courtesy, to develop respect for themselves and others, and to assume responsibility for their own behavior. We are helping the children learn how to apply these guidelines, and they need your support as they practice these at home and at school.

We will be using a Positive Discipline system developed by Central teachers which incorporates our three guidelines, our social skills curriculum and our character program. Students will also be taught to resolve their differences with conflict resolution. When a student's choice of behavior is inconsistent with our three Guidelines for Success, one or more of the following consequences may be implemented:

1. Playground isolation.
2. Removal of special privileges.
3. The student may write a Behavior Essay.
4. Community service within the school.
5. Telephone call to the parent(s).
6. A parent/student/supervisor/administrator conference may take place.
7. Referrals may be made for evaluation of behavior disorders.

The word "bullying" is used frequently to describe student altercations. However, most student interactions do not usually fall within the bullying guidelines. Most issues between students represent typical "kid" behavior and provide an opportunity to teach conflict resolution (how to handle disagreements), problem solving and character development. True bullying is absolutely prohibited and will not be tolerated. The definition of bullying and harassment is: 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 a student's academic performance
- 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

If your child has encountered the type of behavior described above. Please notify Mrs. Goecke or Mr. Fey immediately. We absolutely want to intervene.

Any disciplinary action taken at school shall be in accordance with the policies of the Nevada Community School District. These policies can be found at every school office and at the public library. Every effort will be made to enlist parental support in promoting a positive school environment.

Beginning the 2001-02 school year we implemented a character development program at Central that focuses on Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship. These traits were identified by our community during a Character Forum on April 18, 2001 as the virtues that they wanted a Nevada student to possess. Our character development program is ingrained in most of what we do with our students.

INTERVIEWS BY OUTSIDE AGENCY

As a general rule, students may not be interviewed by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interview a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. For interviews other than by a

child abuse investigator, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district.

FIELD TRIPS/SITE VISITS

Parental permission will be needed before students can attend an out of town field trip. Parents will be asked to sign one permission form at the beginning of the year that will cover all field trips/site visits to be taken during the year. However, parents will be given advanced notice of any field trip/site visit and may choose to opt their student out from any field trip/site visit by providing a written note to the school prior to the scheduled field trip/site visit. Not all learning takes place in the classroom. We view our field trips/site visits as extensions of the classroom. High learning expectations are in place for our students in and outside of the classroom. Field trips/site visits are not designed for fun, but as a way to gain skills not possible within the four walls of the classroom. Participating in our field trips and site visits is a privilege. Students may be denied participation in our field trips and site visits if their behavior is not appropriate or their presence presents a safety risk to other students. There may be other occasions as well when a teacher may decide that it would not be appropriate for a child to join his/her class on a field trip or site visit.

GUM AND CANDY

There will be NO gum or candy consumed during the school day unless it is part of an occupational therapy program, behavior plan, birthday or party treats.

SCHOOL TELEPHONE

Students will **NOT** be called from class to answer the telephone except in the case of an emergency. Messages will be delivered by intercom or by a note being placed in the teacher's mailbox. **Arrangements should be made before school regarding plans after school.** Please do not call to remind your child of plans that have already been finalized. Messages phoned in at the very end of the day may not get to your child; please call by noon.

LOST AND FOUND

Articles that are found should be placed in our Lost and Found in the Commons. If you have lost something, please check the Lost and Found area. Articles not claimed will be used by the school nurses or given to a charitable organization. Please place your child's name on clothing and other items that are brought to school such as footballs, basketballs, etc.

DISTRIBUTION/POSTING OF MATERIALS

All information to be distributed to students or posted for students to see, must be first submitted to the office for approval. If approved for distribution, it is the responsibility of those wanting the distribution to have it run and counted out so as to be ready for distribution.

PERSONAL TOYS/CELL PHONES

Cell Phones, CD players, Game Boys, remote-controlled cars and other personal toys should remain at home and **NOT** be brought to school. If a student would happen to bring an expensive toy or cell phone to school, and if the toy or cell phone is subsequently discovered by school staff, it will be placed in the principal's office for safekeeping and sent home with the child at the end of the day or kept for the parent to pick up. However, the school will in no way be responsible for the ongoing safekeeping of a student's toy or cell phone and shall not be liable if a toy or cell phone brought to school is lost or stolen.

ANIMALS/PETS

Teacher permission is necessary before pets can be brought into the classroom. The teacher will need to determine prior to the visit whether any child is allergic to the animal requested for the visit. The pet needs to be taken back home following the visit.

MONEY

It is recommended that students NOT bring money to school. If there is a need, please give the money to the teacher for safekeeping.

INTERNET USE (Policy 609.6)

The use of the internet is a privilege and not a right. Student use is for educational purposes only. Students who abuse this privilege will be denied access to the school's internet as stated in the district policy. Each student and his/her parents will be expected to sign an Internet Use Agreement form before the student can be allowed access to our system. Please read the Internet Use Policy prior to signing it.

STUDENT DRESS/APPEARANCE

Parents may use their own judgment concerning mode of dress as long as their child's appearance does not disrupt the orderly functioning of the school. However, if your child is not dressed appropriately for the weather, your child may be asked to sit on the bench during recess time. Teachers may determine dress guidelines in classes where safety is of prime concern or where special activities would dictate a certain type of dress. Footwear is required. Vulgarity in print will not be tolerated. Clothing advertising alcohol, illegal drugs, or not appropriately covering a child's body may not be worn. Students are not to wear caps in the building. Spray paint in a child's hair is not allowed as well. If a child comes with his/her hair spray painted, he/she will be sent to the nurse for a wash.

Any students wearing inappropriate clothing may be asked to change, turn inside out or entirely remove, if possible, the inappropriate article of clothing. If this is not possible, or a student refuses to do so, the student's parents will be contacted and asked to pick their child up from school for the remainder of the day.

AEA SERVICES

The Nevada Community School District is apart of the Heartland Education Agency Area 11 based in Johnston. We have the following AEA representatives in our building.

Speech Pathologists
Hearing Clinician
Psychologist

Social Worker
Physical/Occupational Therapist
Educational Consultant

Teachers and/or parents may refer students to the AEA people for assistance. There is no charge to parents for services from the AEA. The AEA also provides services in the areas of videos, books, production services, and in-services for staff.

Corporal Punishment, Restraint, and 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 questions about this state law, please contact Jim Walker, Superintendent of Schools. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Board Policy Items

WEAPONS AND DANGEROUS OBJECT (Policy 502.6)

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individual shall confer to consider the student's status including age, grade, and special needs and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school. Students shall not possess toy weapons or "look alike" weapons at school. Violation of this policy shall result in confiscation of the "weapon" and disciplinary action, which may include detention or suspension.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays an object in such a manner as reasonably to place another person in fear for his or his safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

TOBACCO-ALCOHOL-DRUGS (Policy 502.7)

The use or possession of tobacco, and the use, possession or distribution or being under the influence of alcohol, other controlled substances or “look-a-like” substances that appear to be tobacco, alcohol or controlled substances by students on school property, or at school sponsored events or activities, regardless of whether they are being held on school property, is strictly forbidden. Violation of this rule will result in disciplinary action, which may include detention, suspension and/or a recommendation for expulsion. Such violation may also be reported to local law enforcement authorities.”

SEARCH AND SEIZURE (Policy 502.8)

The Board of Education holds all school property in public trust. Without a search warrant, school authorities may search a student, student lockers, desks, or work areas or under the circumstances as outlined in Board Policy, to maintain order and discipline in the schools, to promote the educational environment, and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials that cause substantial disruption to the school environment or present a treat to the health and safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

ASBESTOS (Policy 804.4)

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is an available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office. The Management Plan containing past, present and future asbestos activity is located at the District Administrative Office at 1035 15th Street in Nevada, Iowa. People wishing to review this plan may contact Dave Kroese at the School Transportation Facility, 157 11th Street in Nevada, Iowa (382-4067).

The asbestos activity consists of the following: AHERA periodic inspection on October 15, 1999; AHERA periodic inspection on April 13, 2000. Removal of the asbestos containing acoustic plaster debris and the clean up in the corridor 1 and 3 in the 1962 High School Building was completed July 24, 2000.

EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the Nevada Community Schools to afford equal opportunity and not 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, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multicultural, nonsexist curriculum and teaching strategy is to reduce stereotyping and eliminate bias on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

Any student, parent of a student, or employee of the Nevada Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI, Title IX, or Section 504. Inquiries or concerns regarding the grievance procedure may be directed to the Superintendent of Schools, 1035 15th Street, Nevada, Iowa 50201, to the Director of Civil Rights Commission, Des Moines, Iowa or to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri.

Title IX Coordinator.....	Jim Walker, Superintendent
504 Coordinator.....	Jim Walker, Superintendent
Equity Coordinator.....	Jim Walker, Superintendent

CIVIL RIGHTS GRIEVANCE PROCEDURE(Policy 600)

Students, parents/guardians of students of the Nevada Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act

Level One

Principal or Immediate Supervisor

A student or parent with a complaint of discrimination on the basis of gender, race, national origin, age, veteran's status, religion or disability may discuss it with the teacher, counselor, or building administrator.

LEVEL TWO

Title VI, Title IX and Section 504 Compliance Officer

If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonable become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Compliance Office. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Office shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL THREE

Superintendent

If the complaint is not resolved at level two, the grievants may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Compliance Officer. The grievants may request a meeting with the Superintendent or his designee. The Superintendent or his designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

CHILD ABUSE REPORTING(Policy 402.2)

The Board of Education believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints.

If the designated investigator determines the complaint is founded, the designated investigator shall conduct and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

	<u>Phone #</u>	
Kathy Goecke	382-2383	Level 1 Investigator
Lesa Davis	382-2804	Alternate Investigator
Bonnie Giesking-Williams	382-2383	Alternate Investigator
Joel Fey	382-2383	Alternate Investigator

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's participation in school programs or activities; submission to or rejection of the conduct is used as the basis for decisions affecting that student; or the conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

ANTI-HARASSMENT/BULLYING(Policy 502.10)

Bullying, harassment and abuse are violations of the school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. All students have a right to attend school without being bullied, put down, or made to feel inferior.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to "STOP".
Inform a school employee of the situation.
2. If the harassment does not stop or the student does not feel comfortable
Confronting the harasser, the student should:
 - a. Tell a teacher, counselor or principal.
 - b. Complete an Anti-Harassment/Bullying form.

Students will be asked to complete an anti-harassment/bullying form as a record of the incident. On the first reported incident, the individual will meet with the principal or counselor. If the action does not stop, further action will be taken including, but not limited to: parent meeting, restrictions, suspensions, and contact with law enforcement.

MULTI-CULTURAL, GENDER FAIR STATEMENT

It shall be the policy of the Nevada Community School District to afford equal opportunity and not discriminate against persons regardless 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).

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multi-cultural, gender fair curriculum and teaching strategy is to reduce stereotyping and eliminate bias on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

Nevada MCGF Education Director Justin Gross, Principal
Nevada High School, 1001 15th Street, Nevada, Iowa 50201 (515) 382-3521

TOBACCO-FREE ENVIRONMENT

Nevada Community School District facilities and grounds, including school vehicles, are off limits for tobacco. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored events, wherever held, and non-school sponsored events on District facilities and grounds. Persons failing to abide by this request are required to remove their tobacco material or leave the District premises immediately. It is the responsibility of the administration to enforce this policy.

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the schools district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

DIRECTORY INFORMATION(Policy 506.2)

The following information listed below may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending.

Name, address, telephone listing, date & 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, degrees and awards
Received, the most recent previous school or institution attended by the
Student, student photos and student email addresses.

FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (PL93-380): FERPA(Policy 506.2)

Federal Family Education Rights and Privacy Act (FERPA): This federal law protects the privacy of student education records and provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, or inappropriate. FERPA rights are annually published in the district newsletter at the beginning of the school year.

SECTION 504 OF THE REHABILITATION ACT OF 1973(Policy 102.E4)

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 its obligation under Section 504, the Nevada 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 Nevada Community School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate education services.

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

If there are questions, please feel free to contact the Section 504/ADA Coordinator for the Nevada Community School District at (515) 382-2783 or (515) 382-2383.

HOMELESS CHILDREN AND YOUTH (Policy 502.16)

The District 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 superintendent or his/her designee.

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.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: Students transferring into the District may provide cumulative records directly to the District. The District will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student;
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school

The District will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent or the superintendent's designee.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent or the superintendent's designee. If the District is unable to determine the grade level of the student because of missing or incomplete records, the District will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent or the superintendent's designee.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the District. Services include, but will not be

limited to, special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs. The contents of this policy will supersede any and all conflicting provisions in Board policies dealing with the seven policy areas discussed above.

