

NORTH CEDAR ELEMENTARY

LOWDEN &
MECHANICSVILLE



STUDENT HANDBOOK
2019-2020

WELCOME

Welcome to North Cedar Elementary. It is the sincere desire of the administration and staff that your child has a pleasant, rewarding and challenging educational experience at North Cedar Elementary. We also want to get to know you in order that we may work together in the best interest of your child. The North Cedar Staff is dedicated to teaching so that all students learn. Together with you, we will provide the best education for each and every student at North Cedar School.

Introduction

The intent of this handbook for parents is twofold: (1) to provide general information pertaining to North Cedar Elementary School, and (2) to provide information regarding policies, regulations and operating procedures for the elementary school and for North Cedar Elementary School.

Mission

The Mission of the North Cedar Community School District, in partnership with its community and staff, is to ensure a safe and caring environment for each student, providing the essential knowledges, values, skills, and attitudes to create lifelong learners who are responsible, contributing, and productive citizens in a changing and increasingly diverse world.

In the North Cedar Community School District, every child is valued and is the central focus of the district.

- We believe our schools must be a safe and encouraging learning environment for every child.
- We believe we have a responsibility to provide an individualized, innovative learning culture that supports our professional staff and every child.
- We believe a united community is essential for the success of every child.

Non-Discrimination Policy

Board Policy 102

Students, parents, employees and others doing business with or performing services for the North Cedar Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Superintendent, 102 E. North Street, Stanwood or call 563-942-3358 who has been designated by the school

district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, title IX, the ADA, Section 504 and Iowa Code 280.3 (2007).

Individuals can file a complaint through the grievance procedure as outlined in board Policy 102 and supporting documents 102.E1 (Notice of Discrimination), 102.E2 (Grievance Form for Complaints of Discrimination or Non-compliance with Federal or State Regulations requiring Non-Discrimination), 102.E3 (Grievance Documentation), or 102.E4 (Section 504 Student and Parental Rights). Forms are available in the Central Office or any building office.

General Procedures

Attendance Policy

Board Policy 501.3

Research shows that attendance at school is one of the most important correlations to being successful in school. Poor attendance lowers achievement and disrupts the educational process. Being responsible to be at school on time and making the effort to attend every day are success habits that all young people need to develop. In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). We would like to work with parents/guardians to make sure their children succeed academically and socially, which includes attendance at school.

Notification of Absence:

On the day of the student's absence from school, parents/guardians must notify the office by telephone or with a written note by 8:15 am. If we have not heard from you, the student's absence will be considered unexcused for the day. Our office staff will call to verify an absence. For any absence that the student and parents/guardians have knowledge of in advance, such as family vacations, appointments, or school trips, please notify the school in advance so that the student can have their make-up work ready for them and so the student can notify their teachers. If your student is ill and you would like homework sent home, please request that when notifying the school and how it will be sent home.

In order to communicate attendance information to parents, a letter will be sent out automatically when a student reaches a certain unexcused absence benchmark.

Below is listed the attendance benchmarks and actions by the school district.

Student Absences

6 days absent
11 days absent
15 days absent
20 days absent
20+ days absent

Action Taken by School District

Parent notification letter
Parent notification letter
Parent notification letter (Notify County Attorney)
County Attorney notification by letter and phone
County Attorney notified of ongoing truancy

Tardiness

Board Policy 501.10

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after the bell rings is considered tardy. Students arriving tardy should check in with the office before going to class.

Accident or Emergency Information/Change of Address

Each family is asked to designate emergency contacts, generally relatives or neighbors, who could be phoned regarding the care of your child and their needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency phone number.

It is very important that you inform us immediately of any changes in your telephone number, address, work related phone numbers, or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the North Cedar Community School District.

Breakfast and Lunch

Board Policy 710.4

An optional breakfast program is offered to all students. Breakfast will be served daily in both buildings beginning at approximately 7:50 a.m. Students may choose the days they wish to eat breakfast. We close for breakfast at 8:10 a.m. and expect students to be finished by 8:15 a.m. and report immediately to class. A cold breakfast will be served on days when school begins with a late start.

Lunch money is collected in the classrooms every morning and must be in the office by 9:00 A.M. Lunch accounts must be kept up-to-date throughout the year.

Lunch policy procedures:

- Low balance reminders are sent home weekly when the account balance is low.
- If so desired, electronic payments may be made through the online payment processing system called *Total Access Dining Services*, which has a link on the district web site.
- If a student's meal account balance falls below -\$20 the student will be given an alternative meal.

Calendar Days - 6 Day Cycle

North Cedar Schools use a 6-day cycle to schedule special classes such as physical education, music, media, etc. In other words, these classes are scheduled every so many days, not on certain days of the week, in order to equalize the schedule for all groups of students. For example, students may have physical education every third day, on Days 2 and 6. If you have any questions concerning the 6-day cycle, contact the principal.

Classroom Parties and Treats

Parties may be planned for Halloween, before winter break, and Valentine's Day. These parties will be held at appropriate times during the day. Birthday parties should not take class time. However, children may bring treats for their birthday. We ask that treats be commercially prepared, simple and nutritious. If you do not want your child to participate in holiday or birthday celebrations, please contact the building principal.

Deliveries and Gifts

The district discourages the delivery of gifts, balloons, flowers, etc during school hours. Deliveries to the school will be given to the student at the end of the school day.

Fees

Board Policy 503.3

The school charges book rent and other registration fees at registration day or on-line registration in August. Additional fees are assessed for field trips, etc.

Locker/Desk Searches

Board Policy 502.8

School administrators and/or designated representatives have the authority to conduct a reasonable search of student lockers/desks. (**Iowa Code 279.8, 280.14, 808A, 281 .A.C. 21.8**)

Lost and Found

Lost and found items are taken care of by the office. Have your child check with them to recover lost articles. Please encourage your child to be responsible for his/her personal property, label all articles, and leave valuables and money at home.

Names

Board Policy 506.1

Student's legal names must be used at school. The last name on the birth certificate will be used unless a court document is presented that indicates an adoption has been completed and/or the child's surname has been changed.

Party Invitations

Board Policy 506.1

Students may bring party invitations to school for delivery only if the entire class is being invited. Student/family personal contact information can NOT be distributed for any reason.

Personal Property

Board Policy 503.1

Children are discouraged from bringing extra money, radios, electronic games, toys, trading cards (including Pokemon cards), cell phones or other objects from home during the school day. The school will not assume responsibility for the loss or breakage of these items. If students bring personal property to school, the item(s) need to be placed in their bag upon entering the school building and until departing the building.

Student Classroom Placement

Board Policy 501.5

A lot of time and effort are put into developing class lists. Class lists are actually developed at the end of the previous school year. Information is gathered from each student's teacher regarding his/her academic development and social behavior. The first priority is to balance each room academically and behaviorally. We also work to ensure that students entitled to our district supports such as special education, will be in a classroom where schedule and support align with that student's needs. We then separate students who may not demonstrate their best behavior when paired with another student.

Please remember, students will have many teachers during their educational experiences. If a student is responsible with homework and is respectful to all, he/she will have a successful learning experience in any of our classrooms. All of our teachers are willing to work in partnership with parents to provide the best possible learning experience for their children.

We are always open to meeting with parents who have a serious educational or social concern about their child at any time. We do not accept any specific teacher requests.

Student Records; Access and Confidentiality

Board Policy 506.1

The school does maintain a cumulative record file on each student. The file contains grades, attendance, standardized test scores, anecdotal records, and other items pertaining to the child's history in school.

These records are confidential and used for professional purposes only. Parents of children under 18 years of age have the legal right to see the contents of these records by making an appointment to do so with the principal. Copies may be made of items in the record at a minimal fee, but the original records may not be removed from the building. Parents may place statements in children's records if they desire and if the statements pertain to the school record. Parents may also request that items be removed from the child's file. The school may or may not comply with the request. In case of such an impasse, parents may appeal the decision to the next highest school official, and ultimately the school board.

Students Staying After School (Extra Curricular) Board Policy 504.6

Students staying after school for athletic and/or extracurricular activities must be supervised by the coach/parent. Supervision is not provided by school personnel.

Visitors

Board Policy 903.3

For the safety of our students and staff, **ALL** school visitors must report directly to the office. You will then be required to sign in and wear a visitors badge while in the building. A parent's visit to their child's classroom is always encouraged. A courtesy call to the teacher before a visit is suggested.

Volunteer Program

Board Policy 903.2

We welcome parents or anyone else willing to give an hour or more of their time during the week to help in classrooms. We will schedule times at your convenience. If you are interested in volunteering, please call the office. Volunteers are appreciated by both students and teachers.

Waiver of Student Fees

Board Policy 503.3

Students whose families meet the income guidelines for fee and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary financial hardship should contact the office for a waiver form. The waiver does not carry over from year to year and must be completed annually.

Arrival and Dismissal Procedures

Arrival and Dismissal - School Day

Board Policy 601.2

School Hours	8:15 a.m. to 3:21 p.m.
Office Hours in Lowden	7:30 a.m. to 4:00 p.m.
Office Hours in Mechanicsville	7:30 a.m. to 4:00 p.m.
Telephone in Lowden	563-941-5383
Telephone in Mechanicsville	563-432-6933

The school day begins at 8:15 AM at North Cedar Elementary. The front doors will remain locked until 7:45 AM, unless decided differently by administration. Students who walk to school should arrive at school between 8:00 AM and 8:10 AM. Please arrange for your child to leave home at a time that will permit them to arrive at school just before

school begins unless he/she is eating breakfast. Early arrival is discouraged as there is no school supervision for children prior to 7:45. Students are expected to leave the school grounds as soon as they are dismissed. You will be notified if teachers are requesting that your child stay after school. These students will be supervised by the teacher.

Bus Procedures - A privilege of ridership!

Board Policy 711

The goal of the NCSD Student Transportation Program is to provide each student with safe and enjoyable transportation to and from school, during co-curricular activities, and on any school sponsored activity.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required.

Transportation is a privilege granted to students contingent upon the exhibition of proper behavior, therefore, the NCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents are encouraged to monitor their child's behavior before and after the bus' arrival/departure.

To ensure the safety of all students, the following guidelines have been established to respond to student actions that interfere with the safety of other students on NCSD provided transportation.

LEVEL 1

- o Failure to follow driver's directions
- o Standing, not facing forward, while bus is moving
- o Boarding/exiting at other than assigned stop
- o Excessive noise or misbehavior
- o Horseplay
- o Food or drink on bus
- o Other forms of misbehavior that, in the view of the bus driver, create a safety concern.

Consequences:

First Offense: Verbal warning and up to 3 day bus suspension

Second Offense: Written warning and up to 5 day bus suspension

Third Offense: Considered Level 2

LEVEL 2

- o Threatening comments
- o Disrespecting others
- o Possession or use of anything that may be considered a weapon
- o Running beside a moving bus
- o Distracting the driver
- o Use of obscene or profane actions / language
- o Extending any body parts out of the window
- o Throwing or shooting objects
- o Vandalism of school or student property
- o Inappropriate use of electronic devices

Consequences:

First Offense: Written warning and up to five (5) day bus suspension

Second Offense: Written warning and up to thirty (30) day bus suspension

Third Offense: Considered Level 3

LEVEL 3

- o Possession of alcohol or illegal drugs
- o Possession of a weapon, ammunition, or fire
- o Assault, violence toward bus driver or student(s)
- o Bullying
- o Flagrant disregard for safety

Consequences:

First Offense: Minimum thirty (30) day bus suspension, referral to school office for disciplinary action, and up to suspension of bus riding privilege for the remainder of the school year.

This information serves as notice to parents of the intent of the NCSD to respond to behaviors that create a safety concern on school provided transportation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the NCSD expectations for student behavior as stated above.

Notification of Change in Transportation

Please contact the NCSD Transportation Director or school office when students need a temporary change in bus assignment.

Thank you for your cooperation and support in the NCSD's effort to provide safe and enjoyable transportation for all students! If you should have questions, please email: Director of Transportation nctransportation@north-cedarstu.org.

Calendar For the School Year

Board Policy 601.1

Please consult the school calendars for information about school vacations, early dismissals, and school events. You may find the calendar on the school web page.

are on school premises or under school supervision. An ill or injured child will be turned over to the care of the parents. For severe or life threatening injuries and illnesses, the Emergency Medical System (911) will be activated.

Immunizations and Vaccinations

Board Policy 507.1

State law requires that every child who is enrolled in schools must be immunized against diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella. A certificate, validated by a health official and signed by a parent must be submitted to the school.

Managing Student Illness During the School Day

Board Policy 507.4

The North Cedar Community School District has one nurse who serves the Preschool-12th grade student population. When a nurse is in the elementary, she will handle any illnesses or injuries. During times when the nurse is out of our building, illnesses and injuries will be handled by the office support staff. In the case of serious injury, the school nurse will be contacted, students will receive basic first aid, and the parents will be notified of the incident.

Students are sent to the nurse's office if they are injured or appear ill. An attempt will be made to understand the student's complaint. This will include asking the student questions about how he/she feels, taking a temperature, making an assessment, possible discussion with the teacher, among other assessment tools.

After a period of observation, a decision will be made to do one of the following:

1. Return the student to classroom activity.
2. Allow the student to rest in the nurse's office for a brief period.
3. Send the student home. The parent or guardian will be called first, then emergency contacts if necessary.

Students who exhibit the following symptoms, will be sent home:

1. Temperature of 100.0 or higher
2. Vomiting.
3. Diarrhea.

These are not the only symptoms that influence the decision to send the student home; general appearance and function are important factors.

The student is to be free of the above symptoms for 24 hours before returning to school. This not only protects and promotes health in your child, but also the children in his/her classroom.

Once the child has been sent home from school due to illness, the child may NOT return to school or school activities for the day.

Parents will be notified of injuries, which appear to require close observations or medical attention.

Medication Policy

Board Policy 507.2

Any medications given at school MUST be brought in the current original container. This container must be properly labeled with the manufacturer's label or the pharmacy label. If the medication has changed, a note from the prescribed doctor is needed. A medication form must be signed by the parent/guardian for any medication or medication

change. Medications will NOT be given if not delivered in the original labeled bottle. In the event of a late start, medication normally given at 8:00 will NOT be given unless permission to do so has been received by parents. This can be done through phone call or note giving permission to give the medication at a later time.

The nurse's office keeps over-the-counter medication on hand. These medications will only be given if the parent/guardian has signed the Medication Permission form.

For the safety of your student and all other students, delivery of medications to the school should be by an adult and given to the school nurse or buildings secretary.

Playground

The playground area is well supervised by adults at all recess times. Children learn the playground rules from staff members. There is recess equipment provided by the school. Students are not to bring their own toys from home (example: baseballs, baseball bats, etc). For safety purposes, no student is allowed to leave the designated playground area for any reason without permission from the supervisors.

Recess

Recess is a time for outdoor play and physical activity. All children are expected to go outside during recess unless it is raining or extremely cold. During winter weather, students should be dressed warmly, including hats, scarves, and mittens. All students should wear removable boots and snow pants during snowy weather in order to play on the grass areas.

Requests for Non-Participation

Board Policy 507.4

All students will be expected to participate in outdoor recess activities unless they bring a doctor's written medical reason that requires the student to stay indoors.

Since physical education classes are a regularly scheduled part of the school day, all children will be required to participate in these classes unless they have a doctor's written medical reason that requires a student to be excused.

Screening

Board Policy 507.8

Hearing: Grant Wood Area Education Agency screens students in grades Kindergarten through second. If you do not want your child to be screened, please indicate in writing to the school office.

Student Discipline and Social Conduct

Cell Phone Policy

Cell phone and portable communication devices are not to be seen or heard during class time beginning at 7:45 and ending at dismissal time. Penalties for violation of the policy will be dealt with according to the following guidelines:

- **1st Offense:** Phone is confiscated and sent to the office. Student may pick up at the end of the school day.
- **2nd Offense:** Phone is confiscated and sent to the office. PARENT is notified and PARENT must pick cell phone up from the office.
- **3rd Offense:** Phone is confiscated and sent to the office. PARENT is notified and PARENT must pick cell phone up from the office. Student will be assigned a 30 minute after school detention.

*Note - violations accumulate on a school year basis, they do NOT reset at the end of each trimester.

KNIGHTNET (Internet) Policy

Board Policy 605.6

North Cedar Community School District will not tolerate inappropriate/unacceptable use of KnightNet (Internet) and/or intentional access of restricted material. Students who violate KnightNet practices and procedures will be subject to the following consequences:

- **First Offense:** Upon the first violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the KnightNet Administrators. The student will forfeit all KnightNet privileges for a period of 10 school days and may be carried over into the next school year. The student will be required to meet with the KnightNet Administrators. The parent/guardian and student will be reminded that access can be denied to his/her student at any time.
- **Second Offense:** Upon the second violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the KnightNet Administrators. The student will forfeit all KnightNet privileges for a period of 45 school days and may be carried over into the next school year. The student and parent/guardian will be required to meet with the KnightNet Administrators prior to gaining access back. The parent/guardian and the student will be reminded KnightNet privileges will be forfeited for one calendar year on the next offense.
- **Third Offense:** Upon the third violation, verbal and written notification will be issued to the student. A copy of the written notice will be mailed to the student's parent/guardian and a copy will be given to the building principal. The student will forfeit all KnightNet privileges for one calendar year.
- **Price List for Damages:**
 - Excessive damage including cracked screens, liquid spills, shell damage - \$100 for 1st occurrence, \$200 for 2nd occurrence.
 - Power cord replacement - \$80
 - Minor damages including cracked trackpad - \$45 (deposit)

- o Case replacement - \$35

Student Behavior

Board Policies 501-503

All students at North Cedar Elementary School are responsible for their actions. Staff members work with students to recognize appropriate school behavior. To succeed, discipline must ultimately be “self-discipline.” Learning acceptable ways of solving disagreements is crucial to a child’s social development. When a student is not capable of exercising appropriate self-discipline, the school will impose appropriate action. Each case shall take into account the child’s age and ability level. Teachers and administrators have a legal and moral obligation to ensure a student’s respect for persons and property, and to ensure an orderly educational climate in the school. The NCSd supports the philosophy that all students deserve a school experience uninterrupted by disorder or disrespect.

Students Rights and Responsibilities

All students have the right to:

- Learn and work in a safe and orderly environment.
- Be treated with respect and expect others to reciprocate.
- Work in a learning environment that best meets their needs.
- Be free from harassment and physical torment while in class, passing through the halls, or on school grounds.
- A fair hearing on disciplinary matters with the understanding that the final decision must be made by the school.
- Bring their concerns about school matters to the attention of the administration.

These rights are for all students and any student violating the rights of others will be held responsible and appropriately disciplined.

All students must show the responsibility to:

- Put forth their best effort on all their class work.
- Be respectful of others and tolerant of their differences.
- Come to class prepared to learn.
- Be respectful of property.
- Work to keep our building safe, orderly, and clean.

North Cedar Elementary Expectations

Expectations	Before/After School	Playground (Recess)	Cafeteria	Restroom	Hallway	Bus
Respect Yourself	*Use line basics *Walk *Follow adult directions	*Keep hands and feet to yourself * Take care of your personal	*Single file line *Walk *Follow adult directions	*Wash your hands with soap *Use walking feet *Close the stall	*Use line basics *Use walking feet *Go directly where you need	*Use line basics *Be on time *Find a seat and stay in it *Report

		belongings *Follow adult directions		door *Return to class promptly	to go	problems to the driver *Follow adult directions
Respect Others	*Use kind words *Voice level 2 *Keep hands and feet to yourself *Line up when the whistle blows	*Include others in your playtime *Use kind words *Line up when the whistle blows	*Voice level 2 *Include others at your table *Use good manners	*Voice level 1 *Allow others their privacy *Wait quietly and patiently for your turn	*Voice level 0 *Walk on the right side *Single file line *Hands to your sides	*Keep hands and feet to yourself *Use kind words *Voice level 2 *Offer to share a seat *Keep the aisle clear
Respect Property	*Touch only things that belong to you *Put things away *Turn in lost property	*Follow equipment rules *Put away equipment when finished	*Keep food on your tray *Pick up after yourself *Return your tray	*Keep restroom clean *Report problems to an adult immediately	*Touch only things that belong to you *Prevent vandalism *Pick up trash	*Keep your belongings to yourself *Pick up trash *Prevent vandalism *Touch only your things *Close windows

Independent Problem Solving Plan

The teacher must be the administrator of the classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. In each classroom the students learn and are held accountable by using a four-step process to assist them in maintaining control of their own behavior. They learn to:

1. Ignore
2. Ask to stop
3. Walk away
4. Report

The four-step process is reinforced in classrooms, playground, and throughout the building. The plan serves as a way to deal with minor problems between people. When the problem is of greater concern students may seek adult help to handle the problem. Building staff is available to help solve conflicts that arise or discipline students if there is a violation of a student's rights or a building policy.

Disciplinary Consequences

When behavior situations arise in which the educational process is unable to proceed effectively, a student has not fulfilled his responsibilities, or a student has violated the rights of other students, the following actions may occur:

- Verbal warning
- Time out in a specified area
- Reflection sheets
- Office referrals
- Notification of parents, either phone call or note

- Mediation conference
- Restricted recess for consistent recess problems
- Behavioral contract
- Removal from class
- Parent-student-teacher conference
- Removal from lunchroom
- If the above consequences do not alter the behavior, the parents will be contacted to assist in developing a plan to change the behavior.

The specific action taken is dependent upon the frequency, duration, and/or intensity of a behavior which may disrupt student learning and/or impact the safety of students. Disciplinary procedures are established to provide a safe and orderly learning environment for all students. It is to be understood that disciplinary actions will be the final decision of the school. If there is a question regarding how a discipline situation has been handled with your son/daughter, please contact your child's teacher or administration to clarify the situation. If you have any questions, our staff is always available to conference in order to communicate, set goals for improvement, and monitor progress toward the goals.

In-School and Out-of School Suspension

An administrator may issue a suspension to a student for violation of school rules when, in their judgment, such suspension is necessary for the good of the student or the school. In-school suspension generally involves the student being removed from the classroom for a portion of the day. Out-of-school suspension generally involves the student being held out of school for a day.

In-School Suspension:

Before any disciplinary action is taken, each case is thoroughly investigated. We strive to be consistent, firm, and fair. In-school suspensions can be given in half-day increments. Violations of the following rules are considered serious violations and may result in an in-school suspension:

- Fighting / Physical aggression - intent to do bodily harm
- Harassment- intimidation or harassment of a student or adult, including sexual harassment
- Vandalism - destruction or defacement of school property in our buildings or at any other school
- Creating a False Emergency - setting off a fire alarm or making a bomb threat
- Theft
- Use of Firecrackers or Other Types of Hazardous Devices
- Carrying or Using a Dangerous Weapon
- Tobacco/Smokeless Tobacco - the sale, possession of, or being under the influence of, at school or any school-related activity
- Alcoholic Beverages or Drugs - the sale, possession of, or being under the influence of, at school or any school-related activity

Out-of-School Suspension:

If a child fails to change behavior following the in-school suspension, a plan will be written with the administrator, teacher, parent, and child. Such a plan may include an out-of-school suspension.

Student Appearance

Board Policy 502.1

While the primary responsibility for appearance rest with the students and their parents, the administration reserves the right to judge what is proper and what is not. Decisions will be made based on clothing that is sanitary, decent, safe, and not disruptive to the learning process.

Students may not wear:

- Hats and do-rags
- Halter tops, bare midriffs or “spaghetti strap” shirts are not to be worn.
- Jeans must be secure around the waist. Undergarments may not be showing for boys or girls.

Tobacco/Alcohol/Illegal Drugs/Prescription Medicine

Board Policy 502.7

Possession, distribution, or use of tobacco, alcohol, illegal drugs or illegal prescription medication products by students is prohibited by law on all school property. Students failing to follow these guidelines will be subject to disciplinary procedures.

Weapon-Like Toys/ Dangerous Weapons

Board Policy 502.6

Toy guns, knives, weapon-like toys should not be brought school. Students who bring these items to school may be subject to discipline procedures. Parents will be contacted to pick up any weapon/toys deemed to be dangerous.

Any student who illegally possesses, buys, sells, uses, or threatens to use a dangerous weapon on school grounds shall be subject to discipline up to and including expulsion.

School Programs and Information

AFFIRMATIVE ACTION

Board Policy 500

Title IX, part of North Cedar Community Schools' Affirmative Action Plan, assures that students, employees and volunteers will not be subjected to discrimination in any educational program or activity. Our plan guards against discrimination based on race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability. The Affirmative Action Plan also guarantees equal opportunities in employment regardless of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Conferences

Board Policy 505.1

Parent-teacher conferences are scheduled in the fall and late winter each year. These dates will be noted on our school calendar. A letter will also come home prior to conferences. Parental attendance is encouraged.

Equity

Board Policy 102

North Cedar Community School does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment or employment in, its programs and activities. Any persons having questions concerning equitable treatment are invited to contact the Superintendent who is the District Equity Officer at the Central Office in Stanwood. Anyone wanting to file a complaint can find forms at Central Office or any of the building offices.

Field Trips

Board Policy 606.5

Classes may take educational field trips during the school year. Detailed information will be distributed by the classroom teacher prior to a field trip. Field trip permission slips must be signed by parent before student may attend field trip.

Anti-Bullying/Harassment

Board Policy 104

It is the policy of the North Cedar Community Schools to maintain learning and working environment that is free from harassment. It is a violation of the policy for students or staff to harass anyone through sexual conduct or behavior that reduces the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. Students or staff found in violation of this policy will be subject to discipline.

Students who believe they have suffered harassment shall report such matters in a timely manner to the building administrator.

Homework

The North Cedar staff work towards developing strong work-study habits in our students. At home the establishment of a quiet time for reading, reviewing school work, or completing homework works toward improving a student's study skills. Homework may be assigned as an extension of our daily school program. As a parent, your cooperation with homework is appreciated.

Make-up work due to absences will be arranged between the teacher and your child. Families planning vacations during the school year should contact your child's teacher before the trip to make arrangements for any make up work.

Multicultural/Gender Equity Policy

Board Policy 603.4

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Non-Custodial/Divorced Parents

Board Policies 506-507

Non-custodial parents of students may receive school bulletins, report cards, and other school communication, upon request. The request may be made each year with an updated address, etc. If there is a change in custodial rights, please inform the office and present appropriate documents.

Report Cards/Student Progress Reports

Board Policy 505.1

Your child's progress in school is reviewed with you at both the fall and late winter parent-teacher conferences. The final report will be sent home on the last day of school. A copy is also placed in each child's cumulative file at school.

Special Services

Board Policy 507.8

- **Speech and Language** - The clinician is scheduled at North Cedar on a regular basis. Children may be recommended by parents or teachers for assessment. After an evaluation, it is decided, at a meeting with the parents, whether the child will get special help from the speech and language clinician. Students receive help on a priority basis.
- **School Psychologist** - A psychologist is scheduled in the building on a regular basis. The teacher, principal, and/or parents may initiate appropriate testing and/or consultation with the school psychologist.
- **Social Worker** - A school social worker is scheduled at North Cedar on a regular basis. The social worker is available for meeting with parents and children on situations affecting their school program.
- **Educational Consultant** - An educational consultant is scheduled on a regular basis. The teacher, principal, and/or parent may initiate testing and/or consultation with the educational consultant.
- **Other Specialists** - Other specialists, in areas such as vision, hearing, etc., are available for various needs and services through Grant Wood Area Education Agency. Contact your child's teacher with any concerns.
- **Resource Teacher (SCI)** – A class with daily integration. -A teacher is provided to work with a limited number of students who need extra help at school.

Teachers or parents may recommend students. Tests then are given to determine if the child is eligible according to state guidelines. Students usually leave their classroom for one-half hour to one hour daily for work in the Resource Room on reading, language, math, etc.

- Title I - A reading program for a limited number of qualifying students is offered to provide extra help to students in reading. Students leave their classroom for approximately one-half hour daily for Title I reading classes.
- ELP - The Extended Learning (ELP) program is provided to work with a limited number of intelligent, motivated, and creative students. Students may be recommended for testing by teachers and parents. The program focuses on creative and critical thinking, beginning research, and affective activities.
- Guidance Counselor - A guidance counselor is scheduled at North Cedar on a regular basis. The guidance counselor will meet with all children in large groups occasionally. He/she will counsel small groups of students and individual students, on situations affecting them at school. The counselor may also meet with parents, on occasion, about student/school concerns.

Comprehensive evaluations of preschool children are also available. If you feel your preschool child is having difficulty communicating, hearing, or seems to be developing at a slower rate than you think is typical for his or her age, please call for more information. It may be that a comprehensive evaluation is needed. This service is provided at no cost to the parent.

Student Abuse by School Employee

Board Policy 402.3

It is the policy of the North Cedar School District that school employees not commit acts of physical, verbal or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The North Cedar school district's level-one investigators are Kim Hilby and Holly Hosch.

