



**LONGFELLOW ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

2018-2019

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2018-2019

Dear Students, Parents, Guardians and Families:

On behalf of the entire Longfellow staff, we would like to welcome you to the 2018-2019 school year. We extend a special welcome to both new and returning families. We are extremely excited to work with Longfellow's team and all of the wonderful children and families that comprise the Longfellow school community.

The focus each year is the academic growth of your children. Longfellow's school improvement plan focuses on improvement in reading, writing, and math; as well as creating a safe and respectful school for all students and staff. Professional development for teachers and parent activities this year will focus on literacy, math, and safe schools.

As we begin another school year, we invite you to participate in the many academic and extra-curricular events that we provide for students and families. We are fortunate to have committed parents and guardians who are partners with us in educating our community's most valuable resource: our children. We hope you will reinforce learning at home by encouraging your child to read, write, think, and create multiple times per week. We are excited for you to be involved in this special journey with us . Thank you!

If you have any questions, comments, and/or concerns, please feel free to contact either one of us at any time. We look forward to us having a great school year.

Sincerely,

Garry Milbourn
Longfellow Principal
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Dr. Deborah Bope
Longfellow Assistant Principal
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School Calendar 2018-19

July 2018	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

August 2018	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

September 2018	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

October 2018	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

November 2018	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

December 2018	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

January 2019	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February 2019	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

March 2019	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

April 2019	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

May 2019	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

June 2019	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

IMPORTANT DATES

July	4 District Closed
August	21 Elementary Back to School Night 22 Middle School Back to School Night 22 High School Back to School Night 23 First Day of School/Begin Trimester 1
September	3 Labor Day Holiday
October	19 Teacher Trade Day/Student Vacation
November	15 End 1st Trimester (60 days) 16 Student Vacation Day Staff Development/Work Day 19 Begin 2nd Trimester 21-23 Thanksgiving Vacation
December 24 - Jan 2	Winter Vacation
January	21 Martin L. King, Jr. Holiday/No School
February	8 Teacher Trade Day/Student Vacation 27 End 2nd Trimester (61 days)
February 28-March 5	Potential Snow Make Up Days or Vacation
March	6 Begin 3rd Trimester
April	18-22 Vacation
May	24 & 25 Graduation - Class of 2019 27 Memorial Day 31 End 3rd Trimester (59 days)
June	3 Potential Snow Make Up Day 4 Potential Snow Make Up Day
	TBD Beginning of Summer School

178 Student Contact Days
2 Parent Teacher Conference Trade Days
180 Total Academic Days
1100.5 Total Planned Hours Elementary
1146.01 Total Planned Hours Secondary

Note: Parent Conferences will be planned at building level.

Additional days will be added as noted at the end of second or third trimester, as necessary, for snow day make-up days. Decisions on snow day make-up days will be made as soon as possible prior to beginning of the scheduled breaks.

All tentatively scheduled work and staff development days are subject to further review.

Back to School Nights
Teacher Trade Day & Student Vacation
Teacher Work Day & Student Vacation
Staff Devel./Work Day & Student Vacation

School Vacation
District Closed
Beginning of Trimester
End of Trimester
Potential Vacation Day/Snow Make-Up Day





**Council Bluffs
Community**
SCHOOL DISTRICT

DISTRICT MISSION STATEMENT

The mission of the Council Bluffs Community School District is to guarantee every student graduates with the knowledge, skills and character to become a responsible citizen and succeed in a changing world by creating a leading edge, inclusive educational system which provides challenging expectations, diverse experiences, engaging curriculum, and innovative teaching within a collaborative, caring community.

SCHOOL ATTENDANCE, ARRIVAL AND ABSENCES

SCHOOL HOURS

Regular school hours start at 8:55 a.m. and end at 3:45 p.m., except on Mondays when school is dismissed at 2:05 p.m. Students may enter the building at 8:30 a.m. Students eating school breakfast should arrive no earlier than 8:30 a.m., as breakfast is served from 8:30-8:45 a.m. Students must be in the cafeteria no later than 8:30 a.m. to have adequate time to eat breakfast.

ATTENDANCE/ABSENCES/TARDIES

A child must be 5 years of age on or before September 15th in order to enroll in Kindergarten. A child who has reached the age of six and is under sixteen years of age by September 15th is of compulsory attendance age. Each child is expected to attend school each day it is in session.

Your child's daily and regular attendance at school is one of the most important factors contributing to successful achievement. Parents are the biggest factor in a child's attendance at school. Your support and encouragement of your child's attendance will show your child that education is important. Excused absences may include illness, medical appointments, a funeral, required court appearance, religious services or special family functions that cannot be arranged outside of the school day. Whether or not a student's absence is considered "excused" is to be determined by the building principal.

Unexcused absences may include missing the bus or a ride to school, shopping, oversleeping and traveling out of town (unless arrangements have been made with the school). Allowing your child to stay home for these unexcused absences sends a message that school is not an important place to be. Letters stating the number of absences will be sent home periodically. When your child has excessive unexcused absences, his/her name can be referred to the County Attorney.

If your child is going to be absent, please call the school in the morning to notify of the absence. If the school has not received a phone call and the classroom teacher reports your child absent, the school will make a reasonable attempt to contact you. If you do not have a phone in your home we will call the person you have indicated on your enrollment card to contact in case of an emergency and will await a return confirmation from them of the whereabouts of your child. This procedure is in effect to assure the safety of your child. You may call at anytime to report your child's absences and may leave a message in the voice mail. If you do not contact the school and the school is unable to speak with you, please send a note with your child explaining the absences upon his/her return.

STUDENT RELEASE DURING THE SCHOOL DAY

Students are expected to remain in school until dismissal time. If you need to pick your child up early from school for an appointment or due to illness, you are required to sign your child out in the office. Please know an early departure from school may count against your child's attendance. If you want someone other than a parent to pick up your

child, please send a note authorizing who will be taking your child. This is for your child's safety.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments should be scheduled when possible on days when school is not in session. Most physicians and dentists are willing to work with parents in scheduling appointments outside of school hours. Situations may arise however for a child to miss school due to doctor/dental appointments. A note from doctor or dentist must be brought into the office in order for the absence to be excused. Students must be signed out in the office before leaving and must check in at the office upon returning. It is important that your child only miss the portion of the school day while at the appointment unless otherwise stated by the doctor. Please note that frequent absences are one of the prime reasons for poor work performances on any job. Success begins with excellent attendance and work effort.

STAYING AFTER SCHOOL

Occasionally students will be required to stay after school to complete work or for discipline reasons. You will be notified so that you can pick up your child at a specific time or make arrangements for them to travel safely home.

ENROLLMENT CARD

Each year a parent must complete enrollment information for each child. If you have a change of address, phone number or employment, please contact the school secretary to update your child/children's card throughout the year. It is important that we have the most current information in case we need to reach you in an emergency situation. Please be sure the relative or neighbor(s) are aware if you have given their number as an emergency number.

WEATHER-RELATED LATE STARTS OR CANCELLATIONS

In the event of snow, ice or severe weather, the district will notify local radio and television stations of a school closure. School may start late on these days or be cancelled. A late start simply means elementary students could begin at 9:55 or 10:55 a.m. instead of 8:55 a.m. If your child rides a bus scheduled at 8:25 a.m., the bus pick up time would be delayed accordingly-- either at 9:35 or 10:35 a.m.

Once school is in session, the school day will be completed if possible. If students are released early due to weather, the district's School Messenger communication system will be used to contact parents and/or guardians directly by phone or e-mail.

If weather is bad and schools are open, principals will respect parent's decisions not to send children to school for safety reasons. However, students are expected to make up any work missed.

Kids & Company will make every effort to remain open during snow days even though school may be cancelled.

FIELD TRIPS

Throughout the school year, your child will be involved in field trips away from the school property. Before leaving the school, teachers must provide parents/guardians the nature of the field trip, the date, the hour and the type of transportation to be used. Parent permission will be required. If your child does not return his/her permission slip and we are unable to contact you, your child will not be able to leave the school property. Please sign field trip requests and return them to school promptly to assure a successful learning experience for your child. Parents wishing to volunteer to assist on field trips must have completed the background checks. These do take up to 6 weeks to be complete.

PARENT, VISITOR AND VOLUNTEER INVOLVEMENT

SCHOOL QUESTIONS

As the year progresses, you may at times have questions. Please contact the teacher or school office for answers and clarification. Everyone will be working together to keep you informed and aware of upcoming events, decisions and involvement opportunities. Parent input and support is both appreciated and necessary to achieve help every student achieve to their fullest potential.

CUSTOMER SERVICE

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

VISITORS

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

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

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

PARENT INVOLVEMENT

Parents are given many opportunities to play an active role at the school, such as: Parent/Teacher Organization (PTO), Reading is Fundamental (RIF), Just Read and Celebrate CB Week float committee. Many parents serve as classroom volunteers with children and teachers. The PTO has many occasions throughout the year for parents to volunteer and participate. PTO meetings are held monthly.

VOLUNTEERING IN THE SCHOOLS

For the safety of everyone, parents who wish to volunteer in the classroom or help on field trips will need to be approved in advance by completing the forms necessary to allow the district to obtain any related information on the child and adult dependent abuse and sex offender registries. Upon clearance, individuals will receive personalized volunteer cards indicating when the two-year approval as a volunteer should be renewed.

GIFTS TO EMPLOYEES

The school district recognizes parents and students wish to show their appreciation of teaching and support staff members with gifts. Please note that state law prohibits public employees from receiving gifts of a monetary value of more than \$3.00. Teachers may accept gifts for use in the school or classroom to benefit students. With this in mind, schools and classroom teachers often have a “wish list” of items that can be made available to parents upon request.

STUDENT ORGANIZATIONS, NON-CURRICULUM RELATED

Our school offers the following curriculum related clubs and activities.

Please ask your child's teacher for this information.

Equal access is also provided to non-curriculum related student initiated clubs and activities. These organizations are neither approved nor endorsed by the school:

Please ask your child's teacher for this information.

Students who wish to start a non-curriculum related student organization should contact a building administrator for a formal application for facility use. The School District application and facility access shall be used by all schools to approve or disapprove all facility access applications for a student initiated non-curriculum group which is neither endorsed nor approved by Council Bluffs Community Schools.

STUDENT BEHAVIOR AND EXPECTATIONS

STUDENT RESPONSIBILITY

It is important for each student to be a responsible school citizen. The basic rules of student responsibility are:

- Be Prepared
- Be an Active Listener
- Be Non-disruptive
- Be Disciplined (self-control)
- Be a Problem Solver
- Be Safe and Successful

DISCIPLINE

School is a place where boys and girls go to get an education. We think they should be able to learn in a school that is safe and orderly, where youngsters respect their teachers, themselves and their classmates.

Most boys and girls will never have serious discipline problems. But to protect the rights of all our children to learn, it's important that parents and students understand what is expected and what the consequences can be. The Council Bluffs Community School District-Wide Student and Family Handbook is provided to all students. Please become familiar with all policies and procedures, as they will be strictly followed.

VANDALISM

In the regrettable event of student-caused damage, parents and/or legal guardians are financially responsible to the school for any personal property damage committed by their student.

STUDENT DRESS CODE GUIDELINES

When, in the judgment of a building administrator, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Students shall abide by the following guidelines. Modifications could also need to be made to items that are not listed. Principals may approve religious and medical exceptions.

1. Midriffs will not be exposed while standing.
2. No cleavage will be exposed in the front area or in the lower back area.
3. No garments, tattoos, accessories or other items will be allowed that advertise or promote drugs, alcohol, tobacco, gang activity*, violence or illegal activity. There will be no sexually suggestive, lewd, profane or obscene language or images on garments, tattoos, accessories or other items.
4. Skirts, skorts, and shorts must extend to mid-thigh when standing.
5. Undergarments and parts of undergarments are to be covered at all times.
6. Footwear is to be worn at all times. Footwear should be appropriate to classroom activity. Slippers are not acceptable.
7. Bandanas, hats, sweatbands, hoods or other headwear may not be worn at any time in the building.
8. Billfold chains, spiked wristband, cleated shoes, jewelry with razor blades, metal hair picks/combs or any other similar articles of clothing or accessories that are a hazard to safety or may damage school property may not be worn in school.
9. Spaghetti straps, tank tops, tube tops, halter tops, including sleeveless undershirts and muscle shirts are not acceptable unless worn with an outer shirt that does cover the shoulder area.
10. Sheer, see through clothing and clothing that exposes the sides of the torso are prohibited.
11. Activity uniforms must follow these guidelines during the school day.
12. Exceptions may be made to this code for administratively sanctioned events.

*A gang is defined as “any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The ‘pattern of gang activity’ means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are member of, or belong to, the same criminal street gang.”

PHYSICAL EDUCATION

It is recommended by the physical education teacher that all children participating in a physical education class should wear tennis shoes. These shoes allow students to have traction on the floor surfaces inside and outside, to stop and start better, to allow better movement and agility, provided stability for the foot during movement, and to participate at their optimum level of performance.

District Physical Education Excuse Policy:

1. A parent note will excuse a student for one to three days of nonparticipation or a “school week”.
2. If an illness or injury lasts longer than a “school week”, then a doctor’s note would be required indicating what the diagnosis is and the duration of nonparticipation.
3. If the date on the doctor’s note is “open ended” or it says “until released by the physician”, then the nonparticipation will last until a doctor’s note is given with a release to play.
4. All notes, either parent or doctor, mean non-physical activity, which also includes no recess.

RECESS AND OUTDOOR ACTIVITIES

Child development authorities agree that children can tolerate sitting still or working quietly for relatively short periods of time. Recess activities continue to be the most popular part of the school experiences for many children. Boys and girls need vigorous exercise and the freedom for social interplay.

All children are expected to go outside during recess unless it is raining or extremely cold, or unless the teacher requests academic help sessions. During cold weather, students should be dressed warmly, including hats, scarves, and mittens. Please see to it that children do have boots, hats, and gloves during wet or snowy weather. Students will not be allowed to play on snowy ground unless they have boots and dry shoes for after recess. The recess period is an opportunity for students to socialize and participate in vigorous activity. Adults supervise recess periods at all times. Students who choose not to follow the established guidelines may lose their opportunity to participate.

Health requests to stay indoors will be honored for short periods of time. If a child needs to remain inside longer than three days, we will need a physician’s note.

LUNCHROOM BEHAVIOR

The following rules and expectations will be expected of all students. Your cooperation in reviewing the rules with your child is helpful.

- All students are required to enter the lunchroom in a quiet and orderly manner
- Classes will be seated by the supervising teacher
- Students are to use appropriate voice tones when visiting with others
- No food may be shared or traded
- No food may be taken out of the lunchroom
- No soda pop is allowed

LOST AND FOUND

If your child should lose an article of clothing while at school, it may be turned into the office and placed in the lost and found. We encourage you and your child to check the lost and found in the office for any lost items. It is also a good idea to label your child's clothing, book bags, lunch boxes, etc. For safety reasons, your child's name should be placed on the inside of these items to avoid the possibility of a stranger approaching your child and calling them by their first name and giving them the impression of knowing them. At the end of the year, we will donate the unclaimed lost articles to a local charity.

USE OF SCHOOL TELEPHONES

Telephones at the school are for the staff and for business/school purposes; children may only use school telephones in emergency situations. Messages from parents/guardians will not be delivered to the child unless it is an emergency. Students and parents are encouraged to make plans at home prior to the school day. Teachers are required to be with the student during the school day. For this reason it is better to contact your child's teacher from 8:30–8:55 am and 3:45-4:00 pm.

CELL PHONES/ELECTRONIC DEVICES

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

The cafeteria and any student common area may be designated electronic-use areas during lunch. Buildings may restrict the use of cell phones and other electronic devices in these areas if their use interferes with orderly conduct in the school. Students are NOT permitted to use electronic devices while purchasing lunch as it causes confusion in the checkout process. Cell phones may be used in hallways, lunch room and other non instructional areas of the building before the start or after the end of the instructional day

unless otherwise authorized by the building principal. The District's Internet Appropriate Student Use Policy (Policy 617) applies to students whether using District or personal devices. No student may take or transmit photos or videos of any individual without permission of staff and the person being photographed.

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

PERSONAL PROPERTY AT SCHOOL

Students are responsible to keep track of their personal belongings while at school. Placing a name on or in personal belongings helps if items are misplaced. Students may not possess radios, CD players, video games, televisions, water guns, playing/trading cards, toys and other similar items on school grounds or at school activities.

PARTIES/TREATS

If your child wishes to bring birthday treats, all treats must be purchased at a bakery or store. There must be a treat for each child in the classroom. Gum is not allowed as a birthday treat. You are welcome to donate a book in your child's name to the school library. Your child's teacher would be glad to provide a list of recommended books.

PARTY INVITATIONS

To guard against hurt feelings, unless everyone in a class is being invited to a birthday party, invitations should not be distributed at school.

STUDENT HEALTH

ILLNESS

You or the person designated on your child's enrollment card will be notified if your child should become ill during the school day. A sick child will not be sent home alone. Please remember it is very uncomfortable for children to remain at school when they are ill. Please plan ahead for these sicknesses and have a person and place available when the situation arises. Also, remember that any child who has a fever may not return to school for 24 hours after the fever has broken.

IMMUNIZATION

State law requires a "certificate of immunization" for attendance at any Iowa School. All enrolling kindergarten students must have a complete immunization series prior to enrolling. (Children wishing to enroll in kindergarten must be at least five years of age on or before September 15th the year in which they are to enroll.) Students transferring from out of state will be given a grace period to update any missing shots or boosters.

STUDENT MEDICATIONS AT SCHOOL

Students may need to take prescription or non-prescription medication during the school hours. Students must provide written instruction for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the nurse, health associate or other trained employee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parent authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effect; and emergency number for parents.

If medication is to be taken three times a day, we request morning before school and after school at home and just before bed, are much better solution than sending the medication to school, where the student might forget to come to the office for dosage or forget to take it home.

HAWK-I INSURANCE FOR CHILDREN

Students can apply for low-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa HAWK-I Program. Children birth to 19, who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-256-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

HOMEWORK AND ACADEMIC TESTING/REPORTING

PARENT-TEACHER CONFERENCES AND STUDENT PROGRESS REPORTS

You will have an opportunity to conference with your child's teacher during the first and second trimesters. During these times, you will be able to discuss and learn more about your child's academic and social/behavioral progress. Regardless of when you conference with your child's teacher, you will receive a written report of your child's progress at the close of each trimester. You should feel free to call your child's teacher or the principal, whenever you feel the need to know more about your child's progress or when there is a concern with any aspect of the educational program. Teachers will also call upon you for your help when additional support is needed for your child or to recognize their achievement. Teachers and parents work together as partners in the educational process.

HOMEWORK GUIDELINES

Homework for elementary students is productive when properly planned and supervised. Teachers may assign homework so children can complete regular classroom assignments work on basic skills, or pursue personal curiosities. Homework may also be assigned to make up work missed due to absences. Parents play an important role in this area. Please support your child's efforts and help them fit homework into the family schedule. Encourage them to see the fun in learning and the personal self-satisfaction gained through a job well done.

FAMILY NIGHT

Wednesday is set aside by the Board of Education as family activities night. No practices, meetings or other school events involving students will be held on Wednesday after 4 p.m. during the school year. Teachers will not make homework assignments for students for Wednesday evening, **except when school work was not completed by a student during allotted class time**. Teachers shall not give major tests on Thursdays.

STANDARDIZED TESTS AND ASSESSMENTS- (Iowa Assessments)

Grade levels 2-5 will be involved in standardized testing during the school year.

You will be informed you about exact dates for these tests. The purpose of this testing is to help the school collect information regarding the progress students are making in meeting curriculum objectives. All tests are used by the school to review past efforts, program directions, and as a basis for making future plans for growth and change. Results of student testing and their meaning are shared with parents. Please note these tests are only one measurement of your child's overall achievement.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional material should contact the school principal.

PROGRAMS

COUNSELING SERVICES

Elementary counselors help students individually and in groups with concerns, plans and goals. They work in cooperation with the classroom teacher to help students maintain healthy relationships with others and to learn decision making, goal setting, career awareness and interpersonal skills. Counselors also partner with parents in problem-solving and in seeking assistance to help their children thrive in and out of school.

SCHOOL LIBRARY/MEDIA CENTER

Your child will have an opportunity to visit the library on a regular basis to check out books. Books may be carried home, but should be transported in a bag for protection. Your child should return books on time to ensure continued use of the library. You will receive a bill for any books your child loses or damages. Reading aloud at home with these books is one of the most important ways to continue the growth of literacy development and good reading habits.

STUDENT RECORDS, RIGHTS AND PRIVACY

ACCESS TO STUDENT RECORDS

Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.

STUDENT PRIVACY and FERPA

Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY

A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT

Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Social Services.

NON-DISCRIMINATION STATEMENT

The Council Bluffs Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

It is the policy of the Council Bluffs Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator Tim Hamilton, [712-328-6423](tel:712-328-6423), thamilton2@cbcsd.org, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503.

Inquiries regarding compliance may be directed to the U.S. Department of Education Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone: 312-0730-1560; Facsimile: 312-730-1576; Email: OCR.Chicago@ed.gov.

HOMELESS

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

TRANSFERS

Students must live within the established attendance area or be approved for transfer to another school within the Council Bluffs Community School District. If you do not live in the area of the school you wish your child to attend, you must apply for an in-district transfer. Transfers may not be granted due to large class sizes in the receiving school.

Parent requests for in-district transfers are limited to one per year, per student. Transfers may only take place at the end of the trimester (November or March).

Students with excessive absences will not be allowed to transfer to another school unless approved by both the sending and receiving building as part of a planned attendance intervention or unless approved as part of a court-ordered mediation. Students who develop excessive, unexcused absences after a transfer may have the transfer revoked and be returned to their home attendance area school.

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

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

SCHOOL SAFETY

SPEAK OUT CB

Speak Out CB is available 24 hours a day through voicemail, email or text. The hotline may be used to anonymously report safety concerns such as bullying, harassment,

suspected drug or alcohol use, vandalism, weapons, threats, potential suicides or anything related to the safety of our students, staff and facilities. Speak Out CB could also be used to report good news, accomplishments, suggestions or ideas. If you see something, say something. Call or Text 712-318-1719; Email SpeakOutCB@cb-schools.org. SpeakOutCB is also included in the Council Bluffs Community School District's free mobile app.

EMERGENCY DRILLS AND EMERGENCY RESPONSE

The Standard Response Protocol is used in the Council Bluffs Schools. This protocol provides training and resources for staff and students to respond appropriately to emergency situations. These responses include a Hold to keep the hallways clear in the event of minor disruptions or medical emergencies, a Lockout for potentially disruptive situations outside of the school, Lockdown for potentially disruptive situations inside the school, Evacuate for potentially dangerous situations inside the school, and Shelter for moving to a safer location within the building. Each school conducts lockout and lockdown drills, fire evacuation, tornado shelter, and other emergency drills. At the beginning of each school year, teachers notify students of the procedures to follow in each of the potential situations. Emergency procedures and proper exit areas are posted in all rooms. All students are required to participate in drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.

EMERGENCY COMMUNICATIONS

We make it a priority to communicate with parents/guardians as soon as practical when there is a safety concern at the school. This will occur once measures have been taken to respond to the emergency to help ensure the safety of students, staff and visitors, and when accurate information is confirmed. We realize that students often text or call parents when the school implements a safety protocol. Please know that we do our best to communicate specifics with students in a timely manner. However, your child may not have all of the information and may unknowingly share incomplete or inaccurate information with you.

The School Messenger automated calling and email system is the primary way we communicate during an emergency. Please make sure you update your phone number and email address if there are changes and ensure you do not block the school district's calls. Also, please make sure to listen to the message in full, and press the * key if you want to re-play the message. In addition, you are encouraged to please download the free school district mobile app (Council Bluffs Comm Schools) so that you can receive emergency alerts on your phone or tablet. The social media sites of Facebook and Twitter may be used to update parents in addition to School Messenger.

During a school emergency, we ask that parents do not come to or call the school, or approve your child to leave school grounds. It is important to keep the streets and parking area near the school, and phone lines open for emergency responders and communication. We need to be able to effectively account for all students and staff following an incident.

SURVEILLANCE CAMERAS

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

ACCESS TO BUILDING DURING THE SCHOOL DAY

All doors to the building will be locked throughout the school day. All persons entering must use the main door buzzer to gain access and check in at the school office.

FEES AND STUDENT LUNCHESES

FEES FOR MATERIALS

Consumable text book fees will be \$30.00 per year for each child in grades Kindergarten through fifth. The reduced fee is \$5.10 for those who qualify according to Required Registration Form for fee waivers. We request that if you send money with your child to school, please put it in an envelope with your child's name and teacher's name on the outside.

BREAKFAST AND LUNCH MENU

Breakfast and lunch are offered every day in the school cafeteria. Menus are sent home each month, are printed in the Nonpareil on Sundays, and linked on the district website www.cb-schools.org.

Meal prices are available on our district website. All meals are planned according to USDA guidelines. For lunch, five meal components are offered (meat, bread/grains, 2 fruit & veggies, and milk) and the student must take at least three, with one being a fruit or vegetable. If your student brings a lunch, milk is available for purchase of \$.50.

We will make every effort to have all of the items available for every child each day, but menus are subject to change without notice due to the fact that we are never 100% sure how many students will be eating with us. We do our best to forecast accurately.

SCHOOL MEAL ACCOUNTS (For students at College View, Crescent, and Lewis & Clark)

If you are a returning family, your student will start the school year with the balance they ended with at the end of the prior year school. If your student moves to a different school their account will move with them. If your student is new to our district and you have

registered for school, he/she already has a lunch account number identified by the student ID number and has a zero balance.

Payments into your student's account can be made as follows:

1. By check: Student or guardian may bring a check to school and deliver to the cafeteria manager. Please include child(ren)'s name and student ID number if you know it. You may also mail or bring a check to Nutrition Services Office, 801 South 16th Street from 7:30am – 4:00pm, Monday-Friday.
2. Send cash: Same delivery methods as check.
3. Pay online with Debit or Credit Card: Go to [www: cb-schools.org](http://www.cb-schools.org), click on *Nutrition & School Meals* under *Deaprtments* on top of the page, click on *Meal Payments*, click on the *My School Bucks* icon, log in to your account (or create one if necessary), and follow the steps to add money to the account.

If there is an outstanding balance due from the prior year on your student's account, they will not be allowed to charge meals until which time the balance due is paid in full. They may purchase meals daily by bringing money to school each day.

If your student has *\$0 balance* in their nutrition account, we will charge up to 3 meals and then the Principal in your student's building will be contacting you to advise you that payment must be made on the account in order to continue to eat school lunch. Regardless if a student has an unpaid balance on their account, they will be allowed to eat if they bring cash each day in the amount of the meal price.

A letter will be mailed or emailed to you once a week if you owe money; a phone message will be left at your home for you if your student owes money or if the account has less than \$1.00.

We encourage you to make sure there is money in your student's account. If you need to check on your student's balance you can use the online payment system to get a balance without purchasing anything or call 712-328-6420, the Nutrition Office.

LUNCH ACCOUNT REFUNDS

If your student is leaving the district any time during the school year, you may request the funds left in their account be refunded to you. The school office has a request for refund form or you may call Nutrition Services at 712-328-6420. A check will be issued by the Board the fourth Tuesday of the month and mailed to the address indicated on the refund form. Students transferring within the district will have their lunch account transferred to their new school. Ending account balances (positive or negative) from one school year are transferred to the new school year even if a student transfers to a new school.

FREE AND REDUCED MEAL APPLICATION (for students at College View, Crescent and Lewis & Clark)

A new application for each family needs to be completed each year. Only one application is necessary for all children in the same family regardless of where the children attend school. The 2018-2019 Meal Applications were mailed to each household. Applications

may also be found on the school district's website, and can be picked up and dropped off at a school, or mailed/delivered to the Nutrition Services Office at 801 South 16th Street, Council Bluffs, IA 51501, or to the Educational Service Center at 300 West Broadway, Suite 1600, Council Bluffs, IA 51503.

Please review the brochure with the Meal Application for complete instructions. The Required Registration Form for fee waiver eligibility needs to be completed regardless if you wish to qualify by income status, Food Assistance, Family Assistance Program, or Foster Program. You will be notified by a letter to the address on the application what your benefit status will be for the school year. All applications will not be processed by the first day of school and we will use your status from last school year until your application is completed. All applications will be processed on or before the 30th day of school. Families who received Food Assistance (SNAP) or FIP will have their information directly reported to Nutrition Services. You will not need to fill out a Meal Application but you do need to complete the Required Registration Form if you want your fees waived. After your information is transferred from DHS, Nutrition Services will mail you a letter confirming your benefit status. Please contact Nutrition Services at 712-328-6420 if you have not received your letter by the beginning of the school year.

The National School Lunch and School Breakfast Programs are Child Nutrition Programs of the U.S. Department of Agriculture (USDA). In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800-795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

OTHER SCHOOL INFORMATION

TOBACCO FREE ENVIRONMENT

The School Board recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. In meeting this responsibility, the board directs that a tobacco free environment be established and maintained. There will be no smoking or use of any tobacco products in any school-owned facility, vehicle or on school premises at any time.

USE OF SCHOOL FACILITIES

School facilities are available for use by organizations. Permission for the use of an area within the school may be obtained by completing a facility use agreement, which is available through the school district's Facilities, Maintenance, and Custodial Services Department at 712-328-6406. Acceptance of the request will be based on availability. In some cases, fees may be charged for the use of the facility.