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IOWA CITY  
COMMUNITY  
SCHOOL DISTRICT

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**Child-Centered : Future-Focused**

Elementary Handbook  
2017-2018



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COMMUNITY  
SCHOOL DISTRICT**  
**Child-Centered : Future-Focused**

Dear Elementary Parents/Guardians:

Welcome to the Iowa City Community School District's elementary school program. This handbook has been designed to provide information specifically for families with students in elementary school. We hope it will be of benefit to you.

Specific procedures and practices for elementary school as well as resources for obtaining additional information are included. In the appendix, you will find specific policies and regulations referenced in the handbook. Also, you will find sample copies of many elementary forms.

We look forward to having your child(ren) attend our elementary schools and welcome your interest and participation in their education.

Sincerely,

Stephen Murley  
Superintendent of Schools  
Iowa City Community School District  
1725 N. Dodge Street  
Iowa City, Iowa 52245  
Phone: (319) 688-1000  
Fax: (319) 688-1009  
Website: [www.iowacityschools.org](http://www.iowacityschools.org)



**Iowa City Community School District Non-Discrimination Statement**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Kingsley Botchway II, Director of Equity, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Botchway.kingsley@iowacityschools.org](mailto:Botchway.kingsley@iowacityschools.org).

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## **Absence and Attendance**

The school laws of Iowa require that all children attend school regularly. Attending school every day is important to ensure your child's academic, social and emotional growth. Students are expected to attend classes regularly to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school.

Hours for the school day are as follows:

<b><u>MTWF</u></b>	<b><u>Thursday</u></b>
Entry Bell: 7:50	Entry Bell: 7:50
Tardy Bell: 7:55	Tardy Bell: 7:55
Dismissal: 2:55	Dismissal: 1:55

## **Absence Reporting**

Parents are to contact their child's school office when the child will be absent. Calls to the school should be made before 8:30 a.m. each morning. Please let the school secretary know your child's name, the date of absence and the reason for absence. In the case of extended illness, one call is sufficient. The attendance office will determine if the absence is excused based on the District's guidelines listed below. The school principal holds the final decision as to whether an absence is excused.

## **Attendance definitions and guidelines for the Iowa City Community School District:**

*Truant:* A student who is absent from school without an acceptable excuse.

*Habitual Truant:* A student with five (5) or more unexcused days of absenteeism in a school year. Absences are accrued in half and whole days in the elementary school.

*Unexcused Tardy:* A student who arrives at school within 60 minutes of the start of school without an acceptable excuse. Arrival beyond 60 minutes will be considered a half-day unexcused absence. Every 3 unexcused tardies to school or class equates to a full day unexcused absence.

*Unexcused Absence:* A student who is absent from school without an acceptable excuse. Absences accrue in half day increments.

*Unexcused Departure:* A student who leaves school early without an acceptable excuse. These absences are considered an absence or tardy dependent on the length of time the student is out of school, as defined above.

*Excessive Excused Absences:* Students that have more than (8) excused absences will need to provide medical documentation to excuse subsequent absences.

*Notification of Absences:* The attendance office should be notified of a student's absence before the absence occurs. For an absence to be excused, the attendance office must be notified of the acceptable excuse no more than 48 hours from the beginning of the absence.

## **Acceptable excuses for absences, tardies and departures:**

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent(s) or guardian(s) obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parent(s) or guardian(s) are requested to make their appointments during non-school hours.
- A death in the immediate family or funerals for close relatives.
- Religious holidays.

- Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian(s) on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school attendance officer prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. If attendance is satisfactory, the attendance officer may excuse up to 5 days a year for family trips. Student vacations or trips without parent/guardian accompaniment are not excused absences.
- A court appearance or other legal procedure which requires the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value or school activities as approved by the school attendance officer.
- Special circumstances that show good cause which the school attendance officer approves in advance.
- Out-of-school suspension.

### **Notification Procedures**

Parents will receive notification from the school at different points in the school year when their child meets or exceeds the number of tardies and absences listed below.

- 3 Unexcused absences
- 5 Unexcused absences (a parent conference is held and an attendance plan developed)
- 3 Tardies to school
- 5 Tardies to school (a parent conference is held and an attendance plan developed)
- 5 Excused absences
- 8 Excused absences (medical documentation will be needed to excuse further absences)

The purpose of these notifications is to provide information about the District's attendance guidelines and assist families if they need help getting their child to school.

### **Communication regarding change in plans:**

To communicate changes in plans as to how your child will go home after school, please call the school office phone number. Emails to teachers and/or the school secretary may pose difficulties.

- The teacher and/or secretary may not be at school and their substitutes will not have access to their email accounts.
- Most days, because of our teachers' instructional schedules, they do not have time to review emails until after the school day has ended and would not see your request in time to honor your wishes.
- Infrequently our email system may be down for maintenance, etc., and they would not see the request.

By calling the school office directly, they will be able to accommodate your requests. If it is for a change in plans on how your student is to get home that day, please call by 1:55 p.m., except for Thursdays, please call by 12:55 p.m.

### **After Hours Use of School Grounds**

Students who choose to play on the school grounds before or after the regular school day, unless supervised by parents, should first report home and receive parental permission. The school does not supervise the grounds at this time and does not accept responsibility for students.

Students are not to climb on the roof to get errant objects - kites, balls, Frisbees, etc. Instead, they should report these items to the school office to be retrieved by the custodian during routine maintenance work.

### **Bicycles, Roller Blades, Scooters**

Students in grades 3 through 6 may ride bicycles to school. Helmet use is strongly recommended and all bikes must be parked in the bike racks. Students are strongly encouraged to lock their bikes and the school assumes no responsibility for bicycles while on school property.

Students are discouraged from bringing roller blades, roller shoes, scooters and any other wheeled equipment to school. Students must walk all wheeled transportation equipment when on school property. If wearing roller blades or roller shoes, regular shoes are to be worn on school property. These items should be safely stowed in the school during the day. The school is not responsible for lost, damaged or stolen equipment.

### **Bullying/Harassment**

Board policy prohibits harassment, bullying, hazing, or any other victimization, of students, school employees, applicants, vendors, visitors, and/or volunteers, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, veteran status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Adherence to bona fide occupational/educational qualifications shall not be interpreted as discriminatory. The complete board policy can be located on the District website at:

<https://www.iowacityschools.org/cms/lib/IA01903939/Centricity/Domain/80/100%20Series%20-%20School%20District.pdf>

### **Change of Address**

The school office must be informed if a change in home address, email address, name, or telephone number occurs during the school year or is planned during non-school months. The school should be notified if parents/guardians will be out of town for an extended period of time and names should be provided for emergency response situations. Parents are responsible to enter all updates and changes in PowerSchool.

It is important that student information be current in PowerSchool, especially this is needed during emergencies.

### **Child Abuse**

Child abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions of parents, guardians, or persons legally responsible for the child. Certified school employees, registered nurses, and licensed practical nurses are required by law to report all instances of suspected child abuse involving students to the Department of Human Services.

## **CHAPTER 102 – REPORTING CHILD ABUSE**

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of **abuse of students by school employees/volunteers**. The below individuals are the designated Level One investigators/alternates for the Iowa City Community School District in 2017-2018 school year.

Any person may file a Level One complaint against an Iowa City Community School District employee/volunteer by completing a Level One complaint form and turning it in to his/her building principal or to one of the below Level One Investigators.

ICCSA officials will promptly and fully investigate all Level One complaints.

Level One Child Abuse Complaint forms may be obtained in:

- Any school's main office,
- At the Educational Services Center of the ICCSD, 1725 North Dodge Street, Iowa City, Iowa 52245
- On the ICCSD website at <https://www.iowacityschools.org/Page/1127>

A person(s) may call the ICCSD office at 319-688-1000 for assistance in filing a Level One child abuse complaint.

### **Level One Investigators/Alternates**

Kingsley Botchway, Equity Director

Kate Callahan, Director of Student Services

### **Level Two Investigators**

(If a case is designated as “founded” at Level I, it is turned over to the Level II Investigator).

Contact the Investigative Commander from the Appropriate Jurisdiction:

Coralville Police Department

Iowa City Police Department

Johnson County Sheriff’s Office

North Liberty Police Department

University Heights Police Department

### **Communication**

Whenever a parent/guardian has a concern regarding the school system, the following is recommended:

- Address yourself to the person closest to the situation or concern to you.
- Be positive and optimistic that there will be a rational response to you—a listening ear, an answer, or a solution.
- Contact teachers, coaches, and advisors if things are unclear, have questions or need help solving problems within their area of activity.
- Contact the principal if you do not believe the school is serving its population as effectively as possible. They are responsible for the overall management of the school.
- Contact the Educational Services Center if there are areas of suggestions, inquiry, or problem-solving that affects the District. Staff will help direct you to school personnel that can address the concern.

### **Some final words that may help you work through school problems with your child.**

- Please listen to your child carefully and ask clarifying questions. Be sure of the situation in the student’s view.
- Remember that your child is learning from the model of behavior that you show as an example. If you want to shape and help your child, this is a “golden moment” to illustrate the way a rational person responds to situations.
- Give the school personnel the benefit of the doubt. Assume they want to help you and will try if they understand the situation. The teacher’s perspective and additional information often helps make the situation clear. Use their experience and advice whenever possible.
- Build bridges and attitudes for your children and the school whenever possible. Explain who they should have asked or what they might have done differently. The goal is for them to learn to handle things better the next time.

### **Dental Screening**

All kindergarteners are required by law to have a dental screening done sometime after the age of three years and prior to the end of the kindergarten school year. This screening is to be done by a dentist, dental hygienist, MD, PA, or nurse. The dental screening certificates are available in the school office, from the school nurse, on the District website, at the Johnson County Health Department, through your child’s dentist or other health care provider. Please contact the District Health Services Staff with questions at 319-688-1000.

### **Directory Information**

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student’s name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child’s information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents. (Board Policy 506.2)

Any student's parent(s)/guardian(s) not wanting this information released to the public may refuse consent to release directory information when completing the E-Registration permission page for their child, through their PowerSchool parent account.

### **Discipline and Behavior**

Every student has a right to an education. For this to occur there must be a positive and orderly atmosphere in the classroom. Students are expected to behave in a manner which will not disrupt classroom work or cause disorder in the building or on school grounds. Students will be treated with dignity and given guidance and support in learning how to conduct themselves properly in a school environment. Behavior which endangers the safety of others, damages the building or property of others, and/or breaks state or federal law will not be allowed. (Administrative Guidelines, Series 500 and Administrative Guideline 903).

### **Multi-Tiered System of Supports (MTSS)-Positive Behavior Interventions & Supports (PBIS)**

Supported by the Iowa Department of Education, Positive Behavioral Interventions and Supports (PBIS) provides schools with the framework and organizational plan to promote and maximize academic achievement and behavioral competence for all students. PBIS are a multi-tiered continuum of supports for all students in the school environment. School-wide PBIS is a practice of recognizing the importance of positive relationships in our schools. Every student has the right to learn in an environment that teaches, recognizes, and encourages appropriate school behavior. PBIS emphasizes prevention, instruction, and research-based practices for:

- Establishing and teaching clear expectations for all students in all settings.
- Establishing and teaching clear expectations for all staff.
- Modeling and rewarding these expectations.
- Helping students, families, staff and community members understand and support the diversity of students, including those with the most intense support needs.

The goals of PBIS are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within our school. Schools that have been successful with PBIS develop procedures in which:

- Behavior expectations are defined.
- Behavior expectations are taught.
- Appropriate behaviors are acknowledged.
- Inappropriate behavior is corrected proactively.

The PBIS framework provides a sustainable, multi-tiered system of support focusing on safe, healthy, and caring learning environments that include well defined systems, practices, and data at each tier, resulting in improved behavioral and academic outcomes.

### **Due Process**

When violations of statutes, regulations or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action; AND
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

### **Annual Notice of Chapter 103**

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention *Amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school.*

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

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

If you have any questions about this state law, please contact [Lisa Glenn, Director of Special Education at 319-688-1000.](#)

The complete text of the law and additional information is available on the Iowa Department of Education's website at: [www.iowa.gov/educate](http://www.iowa.gov/educate).

Additional information is available on the District website at: <https://www.iowacityschools.org/Page/1454>.

### **Districtwide Parent Organization**

The Districtwide Parent Organization (DPO) is an autonomous group which meets monthly to facilitate and enhance communication with and between the parent organizations at each school and the Iowa City Community School District's Administration and School Board. DPO invites and encourages all parents to participate. The DPO provides a forum to share information, discuss goals, and exchange ideas within the district. DPO sponsors events that promote excellence in education, such as, but not limited to, the DPO Educational Scholarship Fund in honor of Kate Wickham. This is a yearly program and honors volunteers and staff in the ICCSD. Donations to the DPO Educational Fund are converted into scholarships that are given to qualifying ICCSD seniors pursuing Education Degrees. For more information about the DPO please see the DPO link on the ICCSD website.

### **Educational Trips**

An educational trip is a school-sponsored trip off the school site in connection with an organized class or activity. Educational trips shall be carefully coordinated with the grade level curriculum. (Administrative Guideline 628).

A permission form is to be signed by parent(s)/guardian(s) prior to an educational trip. All educational trips begin and end on school property.

### **Emergency Drill**

Safety rules and emergency procedures are established for each school. In accordance with school laws of Iowa, both announced and unannounced fire and tornado drills will be conducted in all school buildings during each school year when school is in session.

### **Emergency Early Dismissal**

Each family should have a plan arranged in advance for a possible school closure in response to an emergency, such as inclement weather, fire, loss of heat/water, etc. This will reduce the confusion that these unexpected happenings cause. Announcements will be on local media stations and posted on the District website as soon as decisions are made regarding emergency dismissals. You also may be contacted through the District's mass communication system. Please be alert to these announcements, particularly during the winter time. Please be sure you have updated your PowerSchool information in order to provide the school with up-to-date emergency contact information for your child(ren).

## **Enrollment and School Transfer**

Voluntary transfers are requests from parents for their student(s) to attend a school other than their designated home attendance area school. Transfer forms must be filled out for each student requesting a transfer. Families are required to provide their own transportation for the student(s) when voluntarily transferring. Employees of the Iowa City Community School District do not receive preference in the transfer process.

### Elementary Voluntary School Transfer Information

- Transfer requests are required at the elementary level on an annual basis.
- Students do not have an automatic guarantee to keep the transfer beyond one year.
- Transfers approved prior to the 2014-15 school year and for the 2014-15 school year do not require annual application.
- On December 10, 2015, the No Child Left Behind Act was replaced with the Every Student Succeeds Act. School districts are no longer required to allow new SINA transfers. Students currently on a SINA transfer will be allowed to continue attending their designated school through 6<sup>th</sup> grade.
- Students who are provided transfers into an elementary school are NOT guaranteed any subsequent junior high transfers.
- The deadline for submitting elementary transfer requests for the following year is July 1<sup>st</sup>. Determinations will be made after that time.
- Transfers will be processed as received after July 1<sup>st</sup> on a first come, first serve basis and approval will be based on space available.
- Transfers will be granted based on class sizes remaining within board-established aspirational class size parameters.
- A student who is not granted a voluntary transfer will be placed on a waiting list through mid-September. If classroom space becomes available, families will be contacted to determine if they wish to accept the space.
- If a voluntary transfer requested after the start of the school year due to a change of address, the transfer will only be valid through the remainder of the current school year.
- The voluntary transfer form is not intended for families who are homeless. Please contact the ESC for services.

### All Voluntary Transfers are Subject to Cancellation Upon:

- Changes to boundaries/attendance areas
- Changes to District Transfer Policies
- Verification that transfer request information provided was inaccurate or incomplete
- Failure of the student to maintain adequate attendance and/or behavior patterns
- Change in student transportation needs

### Students Receiving Special Services:

- If a student in your family has been placed at a school which is not your designated home attendance area school due to Special Education, English Language Learners (ELL) programs, or for 504 Plan purposes, their siblings may also attend that placement school. Once the placed student is no longer assigned to the attendance center for the above special services, all family members must return to their home school.
- When a student receiving Special Education services or student receiving services under Section 504 transfers schools, the building principal/designee will call a meeting of an Individualized Education Program (IEP) team or 504 building level team, and in consultation with parents will review the student's IEP or 504 plan prior to enrollment at the beginning of a new school year or within 5 days of enrollment if the school year has already begun.

## Entrance Age

Code of Iowa 282.3, Section 2 and Code of Iowa 139.9 will be followed without exception for all established residents of the Iowa City Community School District. The law requires:

- Any child must be five years of age on or before September 15 of the current school year to be admitted to kindergarten.
- Appropriate minimum age may be verified with a birth certificate or other related document. The appropriate minimum age for each grade level will coincide with the legal requirements in Code of Iowa 282.3, Section 2. The appropriate minimum age for each grade level is: age five for kindergarten, age six for first grade, age seven for second grade, age eight for third grade, age nine for fourth grade, age ten for fifth grade, age eleven for sixth grade, age twelve for seventh grade, age thirteen for eighth grade, and age fourteen for ninth grade.

## Fee Waiver and Reduction Procedures for Students

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

## Food and Nutrition Services

School lunch is offered in all elementary buildings for students in grades K-6 and students enrolled in full-time District pre-school programs. Lunches consist of 5 components (meat/meat alternate, bread/grain, fruit, vegetable and milk). Students must take at least 3 components, one of which must be a fruit or vegetable. Breakfast is also served in all schools and consists of 4 components (bread/cereal/grain or protein, fruit or juice and milk). Students must take at least 3 components, one of which must be a fruit.

Single cartons of milk can be purchased separately for those students who bring lunch from home or want extra milk. Students must have money in their meal account to purchase milk a la carte.

Choices are offered for each component to provide a variety of options. Additional items are available for vegetarian diets or students with special dietary needs. If a student has food allergies and requires substitutions or modifications, a signed physician's statement is required. School nurses and the Nutrition Services Director are available to help families with this process. Needed forms can be found at the District website under Health Services. This request must be renewed each school year. A copy of this statement should be given to both the Nutrition Services Office (1137 S. Riverside Drive, Iowa City, IA 52246) and the child's school. For information on menus, nutritional analysis, special diet request forms, student accounts, meal prices and payment options, please visit the Nutrition Services Department page of the District website at: <https://www.iowacityschools.org/Page/1218>.

Families can apply for free or reduced price meals. Applications must be completed yearly. Failure to do so will result in returning to full priced meal status. Negative balance slips are sent home weekly with students. Questions about balance or charges should be directed to the Nutrition Services Office at 319-688-1021.

- Information and applications will be available online, usually by mid-July on the Nutrition Services Department page of the District website at: <https://www.iowacityschools.org/Page/12872>. Online applications are more confidential and will have a shorter processing time than paper applications.
- Computers may be available at each school (please check with school staff) for those who don't have access to a computer at home. Families will be notified of status through email when possible, otherwise via mail to addresses listed in PowerSchool. Paper applications are not preferred but limited quantities are available at each school.
- **Remember – you must fill out an application each year.** Students start the year with the status (free, reduced or paid) from the previous year. This only lasts for 30 days and then, in the absence of a current application, students will return to full priced status. Each family is responsible for all debt incurred if they fail to fill out an application. Status will be effective once the application has been processed, which can be up to 10 days as allowed the Iowa Department of Education.

### **Health Services**

The District employs school nurses who provide ongoing health services to students and serve as a health resource to staff. School nurse building assignments are listed on the District website under Health Services.

The nurses work with parents and staff to make sure that students' health needs are met during the school day. The nurses work with the education team at their assigned buildings, make regular visits to these buildings, and are available by cell phone at all times in the event of an emergency. Office staff at the elementary schools administers medications and provide routine first aid to students under the guidance of the school nurses.

### **Homework**

Most teachers will assign homework as part of the student's responsibility for learning. Students are responsible for keeping track of their assignments. All students, grades 3-6, will be provided a student planner.

### **Illness**

To protect the health of students and staff, the district has in place the following protocol regarding student illness:

- Keep your child home from school when he/she has a fever of 100 (F) or greater and for 24 hours after the fever has gone away, without taking medication that would reduce the fever, such as Tylenol (acetaminophen) or ibuprofen.
- Your child should stay home from school when he/she has diarrhea and/or vomiting and for 24 hours after these symptoms have occurred.
- If students become ill at school with fever, diarrhea, vomiting or other symptoms that prevent them from being able to participate in the classroom, they will be sent to the school office and parent/guardian will be contacted. No student will be permitted to go home alone unless a parent/guardian or authorized person is notified. It is very important that the school have up-to-date work and emergency numbers available in case of illness or injury. If the school is unable to reach the parent/guardian, the person listed as an emergency contact will be called. To ensure that an ill child gets home safely, it is desirable that a parent/guardian or other adult accompany the child home. For information regarding communicable (infectious or contagious) diseases, refer to the Communicable Diseases Policy. (Administrative Guideline 532).
- When your child returns to school after an illness he/she should be able to participate in the total school program including outdoor recess and physical education. Your child will be excused from outside recess and physical education after an illness only by a written recommendation from your family doctor or primary health care provider.

### **Immunization Law**

Iowa law mandates that all students, before they can be enrolled in school, must present to school officials certification that they have been properly immunized against the following diseases: diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella, hepatitis B, and varicella (chickenpox). Immunization forms are available in the school office, from the school nurse, on the District website, at the Johnson County Health Department, or through your child's physician/health care provider. Healthy Kids School-based Health Clinics provide immunizations and other health care to students without health insurance or who do not have a primary healthcare provider. Call the clinic at 319-631-3204 to schedule an appointment or call District Health Services Staff with questions at 319-688-1000.

### **Insurance Program**

For more information, see Administrative Guideline 537.

### **Leaving the School Grounds**

Students are required to remain on the school grounds unless they go home for lunch. Students are not permitted to leave the school grounds unless permission has been obtained from the principal and the parent/guardian. The parent/guardian will be contacted before a student is allowed to go home during the school day.

### **Medication at School**

Parents are encouraged to give their child any required medications before and/or after school when possible. If your child needs to take medication at school, Iowa law requires that parents provide written consent before any medication will be given to your child. Prescription medications must have a current prescription label on the bottle. A physician or other health care provider must give written consent for students to carry an inhaler with them during the school day. District policy requires that a physician or other health care provider give written consent for a non-prescription (over the counter) medication to be given to an elementary student. Medication permission forms are available from the school and on the District website at: <https://www.iowacityschools.org/Page/1146>.

### **Non-Discrimination Statement**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Kingsley Botchway II, Director of Equity, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Botchway.kingsley@iowacityschools.org](mailto:Botchway.kingsley@iowacityschools.org).

### **Nonparent Rights**

There are situations where adults who are not actual parents or legal guardians play a parent role in a child's life. It will be our policy to cooperate with those adults for the good of the child as long as doing so does not violate legal precept or writ.

### **Parent/Teacher Conferences**

Parent/teacher conferences are a very important part of the reporting system and are scheduled during the first and second semesters. Teachers can give parents more information during conferences than is possible to give by remarks on a progress report. Teachers gain a better understanding of the child by visiting with the parents. Parent/teacher conferences provide the means whereby the home and school can plan together for the further development and education of the child.

### **Personal Property**

The presence of toys, games, and cards that have been brought to school often present difficulties in a school setting and may cause a disruption to instruction. Some examples of such items may include: cards, electronic devices, cell phones, skateboards, roller skates, scooters, and other artifacts.

Students are encouraged to leave expensive items at home. If students decide to bring expensive items to school, the school will not be responsible for lost, damaged, or stolen equipment.

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### **Pets**

Bringing pets to school is discouraged, but units of study may provide an exception. For further information, parents can contact the teacher or principal.

### **Progress Reports (Report Cards)**

Progress reports will be issued at the end of each 12-week period.

## **Resource People**

Parents will communicate most often with the teacher or principal of their child. When the situation calls for additional expertise, the following people may be called: Instructional Design Strategists (IDS), school psychologist, social worker, special education personnel, or media specialist. The District employs people in various coordinating roles who can be called as needed for assistance or information. Call 319-688-1000 and give a brief description of your concern and the call will be directed to the proper person: curriculum, equity, health services, human resources, learning supports, special education, student services, superintendent, technology, transportation, etc.

The District enters into legal contracts with community agencies to provide support staff to assist administrators, counselors and teachers when concerns arise regarding the health, safety, social and emotional and educational needs of students. General student information and student records may be shared with these agents of the District when a legitimate health, safety, social and emotional or educational concern is involved.

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your child is substantially impaired by their disability, they may qualify for reasonable accommodations and the Iowa City Community School District will work with you to provide reasonable accommodations as determined by an assessment team. You will be invited to serve on your child's assessment team to share your insights and provide input into the process. If you have any questions regarding 504 eligibility and reasonable accommodations for your child, please contact your Building Principal, Guidance Counselor, or the Director of Student Services for additional information. A Parent Guide to Section 504 brochure is also available on the District website at: <https://www.iowacityschools.org/Page/1490>.

## **Student Attire**

The major responsibility for appropriate dress and grooming rests with the students and their parents. An individual's appearance and attire can influence both others' behaviors and an individual's own self-image and behavior. We recognize that attire acceptable outside the school setting may not be considered appropriate in schools; such clothing should not be worn to school or school activities, including parties and sports, club or music events.

Students are expected to dress appropriately for school and may not wear or display attire which is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare or property. If clothing is deemed disruptive or unreasonably infringes on others' rights, the offending student will be required to correct the situation.

Depending on the situation, the student is subject to disciplinary action. All final decisions will be made by an administrator.

The following list includes examples of clothing that is considered inappropriate for school:

- Backless, strapless, or halter style attire that exposes the back/shoulder blades;
- Spaghetti-strap attire, including tank tops and dresses;
- Bare midriffs, chests or torsos;
- Visible underwear;
- Pants, slacks, or shorts worn below the waist;
- Clothing or accessories that promote the use of alcohol or drugs, include profane or offensive language or pictures that are obscene (vulgar, crude, or lewd) or include sexually inappropriate or racially biased material or references.

Outdoor coats are to be worn outdoors and may not be worn in school during the school day. Hats, head coverings and bandannas are prohibited indoors. Students are required to wear shoes or sandals.

If there is a medical or religious reason to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administrators before the student can wear attire which is an exception to these rules.

### **Student Records**

Student records are an essential part of the educational process. Information about students which is required by law or necessary to accomplish the educational goals and objectives of the district is collected and maintained under supervision of the professional staff. Student records are collected and maintained to facilitate the instruction, guidance, and educational progress of the student. The record of each student is located in the school of present attendance. Information collected and maintained is classified under two categories: **permanent record information** and **cumulative record information**. Student identification data, attendance data, and records of achievement are included as permanent record information. Cumulative record information includes achievement data, support service records and instructional program data.

### **Dissemination of Information**

Parents of students under age eighteen may review a student's education record, obtain copies of materials in the record for a reasonable fee, write a response to material in the record, challenge the contents of the record and have the records explained. A student's parent/guardian who is interested in reviewing his/her child's educational record is requested to schedule a time to review the record through the building principal. (Administrative Guideline 520.1).

The school district collaborates with community agencies and organizations in planning, coordinating and delivering services to students. These services may include mental health counseling and case management, health services and counseling for alcohol and drug abuse. Disclosure of confidential information is granted on the Consent for Information Exchange form. [http://www.iowacityschools.org/pages/ICCS/Students/Student\\_Forms](http://www.iowacityschools.org/pages/ICCS/Students/Student_Forms)

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parents or students over the age of eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. When connected with a student's education financial aid applications.
5. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. In connection with an emergency.

Student records are reviewed and inappropriate material removed periodically when a student moves from elementary to junior high and from junior high to high school and when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

### **Transfer**

The school will forward a student's education records on request by the receiving school in which a student seeks or intends to enroll when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

## Right to Challenge

Parent(s)/guardian(s) have the opportunity to challenge the contents of their child's education record to ensure that the records are not inaccurate, misleading, or in violation of the privacy or other rights of the student. A parent/guardian wishing to challenge the contents of the student's education record shall make written application to the building principal using the Challenge to School Records form which is available from the school office. If the challenging party and the school cannot arrive at a mutually satisfactory agreement, the challenging party can request a hearing to determine the validity of the challenge. (Administrative Guideline 520.1).

## Family Educational Rights and Privacy Act: 34CFR Part 99.7

Parents or eligible students have the right to inspect and review records, request an amendment, consent to disclosures of personally identifiable information, file a complaint and/or obtain copies of policies. For further information, contact the principal at the school or assistant superintendent at the Educational Services Center, 1725 North Dodge Street, Iowa City, Iowa 52245.

## Protection of Pupil Rights Amendment: 34CFR Part 98

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors certain rights regarding the administration of a survey, collection and use of information for marketing purposes, and certain physical exams. These include rights related to:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the education department
- Any non-emergency, invasive physical examination or screening

For further information, contact the principal at the school or an administrator at the Educational Services Center, 1725 North Dodge Street, Iowa City, Iowa 52245.

## Student Fund Raising

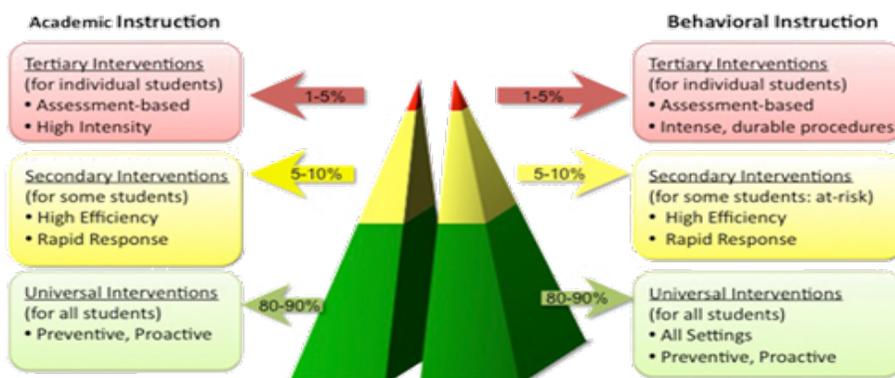
It is the practice of the District to discourage the use of students in fund raising-activities in any way that exploits or endangers students. This includes practices that send younger children door-to-door to solicit.

## Student Grievance Procedure

Students have the right to file formal complaints. Please see the Iowa City Community School District Administrative Guideline 562.

## Student Supports-Multi-Tiered System of Supports (MTSS)

### Designing Schoolwide Systems for Student Success



## **Academic & Social/Emotional/Behavioral Supports**

Multi-Tiered System of Supports (MTSS) in Iowa, also known as Response to Intervention or RtI, is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students. As an every-education process, MTSS allows educators to judge the overall health of their educational system by examining data on the educational system as well as identifying students who need additional supports. Those supports are provided in both small group and individual settings, and are monitored to ensure they support all learners demonstrate proficiency in the Iowa Core standards and leave school ready for life.

The Iowa MTSS framework is made up of five components.

- Evidence-based curriculum and instruction provided at the universal level.
- Universal screening of all students.
- Evidence-based, instructional interventions at the targeted and intensive levels shall be provided to each student who needs them.
- Progress monitoring for learners below expectations.
- Data-based decision making throughout the system.

District staff are responsible for providing quality instruction for all students, identifying those students who need additional supports, and implementing interventions based upon student need. If you feel that your child needs additional supports to attain the District Standards and Benchmarks, please contact your child's teacher, guidance counselor, and/or principal. Together we will work with you to ensure that your child is successful.

For more information, please refer to the MTSS Handbooks available on the District website at:

<https://www.iowacityschools.org/Page/248>.

## **Student Supports-Special Education**

Special education services and supports are offered in the Iowa City Community School District with ongoing support through the Grant Wood Area Education Agency. The Iowa City Community School District provides a full continuum of special education services for children with identified disabilities.

Eligibility for special education is determined through approved identification procedures under the Individuals with Disabilities Education Act. Permission for eligibility determination requires parent or guardian approval. **The Individuals with Disabilities Education Act (IDEA)** entitles every student to a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE) through their local school district from age 3 to age 21. To ensure a FAPE, a team of professionals from the local educational agency meet with the student's parents to identify the student's unique educational needs, to develop annual goals for the student, and to determine the placement, program modification, testing accommodations, counseling, and other special services that the student needs. These choices are recorded in a written Individualized Educational Program (IEP). The school is required to develop and implement an IEP that meets the standards of federal and state educational agencies.

## **Student Use of Technology**

All students are expected to use technology resources according to Administrative Guideline 622. Please see below for additional information regarding ICCSD Technology Use Expectations.

### **ICCSD Technology Use Expectations**

This includes District owned technology and student owned technology (cell phone, smart phone, handheld devices, etc.) at school, at school related functions and during transport on school vehicles. This includes students and visitors.

- Users shall be courteous and respectful of others.
- Profanity, vulgarity, obscenity, language that is harassing, any form of bullying, derogatory or otherwise inappropriate for the school environment is not permitted. Language that promotes illegal activity or dangerous acts, lewd or plainly offensive, creates a material disruption to the school environment, or contains knowingly false, recklessly false, or defamatory information is not permitted.

- Users shall not display, send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Users shall notify a staff member in the event inappropriate material is inadvertently accessed. Users must not redistribute contents described or will be subject to disciplinary action.
- Videos (audio or visual recordings) to record activities of others or to violate the privacy of others is not permitted.
- Devices cannot be used to cheat on school assigned tasks.
- Users have no right or expectation of privacy with respect to their use of school technology. School administration and IT personnel retain the right to access and monitor the activities and files of all users, at any time for any reason on school owned devices.
- Students may use cell phones, smart phones, or other handheld or wearable devices with staff permission only in accordance with each building's policy.

### **Disciplinary Sanctions:**

1. The use of school technology is a privilege and may be revoked at any time by the school administration for violation of this policy or for engaging in any inappropriate use of school technology.
2. Violation of building policies regarding cell phones, smart phones, or other handheld or wearable devices will be subject to the discipline policies of the school building and school district.

### **Student owned technology, searches and confiscation of cell phones:**

- Student owned technology may be confiscated if a student violates school policies such as displaying a cell phone at a time cell phones are not permitted.
- A school official may search student owned technology when they have a reasonable suspicion that a search will reveal evidence that the student has violated or is violating school rules, school policies, or the law. Students may be subject to discipline for content found on student owned technology.
- If a school official finds content that violates school rules, policies or the law while searching for another reason (trying to determine the owner of a lost phone, suspected cheating on a test, etc.) students may be subject to disciplinary action.
- If a school official finds a student is in possession of child pornography, which includes nude photos, or partially nude photos, of minors, staff will confiscate technological devices. Law enforcement will be contacted to determine if a further investigation is warranted. Staff members will not place potentially pornographic materials on their school or personal devices to retain as evidence.

### **Content on student owned technology off school grounds:**

- If inappropriate content/message from student technology has caused or is likely to cause a “substantial disruption” or “material interference” at school the school may take action, regardless of when or where the message was sent.
- If a content is considered a credible threat to persons or property, school officials may take disciplinary action regardless of when and where the message was sent. Law enforcement will be contacted to determine if further investigation is warranted.

### **Teacher Qualifications**

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of the Superintendent, 1725 North Dodge Street, Iowa City, IA 52245.

The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, parents have the right to:

- Information on student's performance level on state assessment.
- Knowledge of their child being placed in a Limited English Proficiency program.

### **Transportation**

The District shall provide transportation as required by the State of Iowa. Students in grades K-8 shall be entitled to transportation only if they live more than 2.0 miles from the school designated for attendance. For more information regarding Bus Transportation and the Transportation Handbook please visit the District website at:

<https://www.iowacityschools.org/Page/1661>.

### **Unsafe Play Equipment**

Due to the numbers of students who play on the playground at noon or recess, certain play items or activities are banned. This includes throwing snowballs, the use of skateboards, roller skates, rollerblades, scooters, and hard balls. If other items or activities deemed to be unsafe are brought from home, they too will be held for students to use only at home.

### **Vision Screening**

All kindergarteners and 3<sup>rd</sup> graders are required by law to have a vision screening completed prior to the start of the school year. The screening is to be done by an Optometrist, Ophthalmologist, M.D., P.A. or Nurse. Vision Screening Certificates are available in the school office, from a school nurse, on the District website, or at your child's eye doctor's office. Please contact the District Health Services Staff with questions at 319-688-1000.

### **Visitors**

To ensure a safe school environment, all visitors must report to the office upon entering the building and obtain a visitor's badge to be worn while in the building. Parents may visit their child's room, however, principals must be contacted to arrange an appropriate time for such visits. Children who are not enrolled in the building are not allowed to visit the classrooms.

### **Volunteers**

Volunteers are a valuable part of the education process. Many activities at school depend upon volunteers. Parents are encouraged to become an approved volunteer at the school. For volunteer information contact your school or visit the District website at: <https://www.iowacityschools.org/domain/57>.

### **Weather/Recess**

Outdoor recess is to be held when the wind chill or air temperature is 0 degrees or higher. Children are to wear proper outer winter clothing. District resources are available to obtain adequate winter outerwear if needed. All inclement weather decisions are broadcast on TV, radio and via Blackboard. The districts inclement weather guidelines are posted on the District website.

You can also access information at any of the following:

- Visit the District website at: [www.iowacityschools.org](http://www.iowacityschools.org)
- Sign up to receive ICCSD twitter feed at: <http://twitter.com/IowaCitySchools>
- Call 319-688-1234

### **Wellness**

The District Wellness Policy describes the District's efforts to promote a healthy lifestyle among students and staff, and provide a healthy school environment. The complete policy is on the District website at:

<https://www.iowacityschools.org/Page/1167>.

### **Classroom Snacks, Birthdays & Classroom Celebrations**

The ICCSD is committed to providing a safe and healthy learning environment for our students. In line with that goal, changes are being made to the District's Wellness Policy regarding birthday treats and classroom celebration snacks.

When food is served to students in the classroom as a snack, birthday treat, or during a classroom celebration, the following rules (ICCSD Wellness Policy 507.9) apply:

- Allow only fresh fruits/vegetables or purchased foods with the ingredients listed (no homemade foods).
- Allow only foods that meet the Healthy Food Guidelines/ Smart Snacks. (The only exception to this would be food-tasting related to district-approved curriculum lessons).
- Not allow foods with peanuts or peanut butter, or foods that were made in a factory where cross-contamination may occur.
- Send home food that does not meet the rules listed here.
- *A list of acceptable foods will be made available to parents and teachers at the beginning of the school year.*

The list of acceptable foods for classroom snacks and celebrations can be found on the District website at: <https://www.iowacityschools.org/Page/1165>.

Selected schools have chosen to celebrate birthdays without food. Please check with your child's school to see if they are participating.

Thank you in advance of assisting us in adhering to the Wellness Policy expectations.

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All of the ICCSD administrative guidelines/policies can be found at: <https://www.iowacityschools.org/Domain/80>. This includes all guidelines/policies referenced in the 2017-18 Elementary Handbook.