

# Clarinda PK-6 Elementary School

## Student Handbook 2026-2027

### Mission Statement

To educate all students to succeed by ensuring quality leadership, curriculum, and instruction.

### Vision Statement

Clarinda Community School District is a leader in education by fostering high standards and expectations through rigorous academics, meaningful learning opportunities, and engaging student activities.



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## **A Message to Parents**

Dear Parents,  
Welcome to the 2026-2027 Elementary School Year!

This handbook is designed to provide parents and students with important information about the daily routines, procedures, and general policies of Clarinda Elementary School. Our goal is to build a strong partnership between home and school, grounded in mutual understanding, communication, and collaboration.

We take great pride in our school district and in the achievements of our students. Our mission is to offer high-quality educational experiences for all children. We believe this mission is best accomplished through active and ongoing communication and cooperation between families and school staff. When parents are engaged and in regular contact with their child's teacher, students are more likely to be motivated, confident, and successful in their learning.

The elementary staff is committed to making this school year both enjoyable and productive for every student. We work hard to maintain a positive, safe, and orderly learning environment where students feel supported and inspired to grow. Together, we can ensure your child has a happy, safe, and successful school experience.

We look forward to partnering with you throughout the year!

Sincerely,  
Mrs. Lesley Ehlers  
PK-6 Elementary Principal

## **Appropriate Dress**

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to: alcohol or tobacco; clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks; making reference to prohibited conduct; or similar displays.

- Shoes shall be worn at all times. This is also an OSHA requirement.
- Hats and sweatshirt hoods will not be worn in the building.
- Shorts will be of appropriate length.
- Belt bags and crossbody bags are not to be worn during the school day.
- No midriff shirts or tops revealing undergarments.
- Offensive or obscene lettering and/or pictures will not be permitted.
- The advertising of alcohol, drugs, or tobacco on clothing will not be permitted.

Students who violate these rules will not be permitted into class until appropriate changes have been made.

Please have students prepared for physical education class by having them wear tennis shoes on scheduled PE days or have a change of shoes for PE days. No open backed shoes or flip-flops will be allowed to participate on PE days.

Clothing torn in such a way as to reveal undergarments will not be permitted. Baggy jeans or shorts worn below the waistline will not be permitted.

The principal reserves the right to censor any clothing which may be deemed offensive in nature. Students who violate these rules will not be permitted into class until appropriate changes have been made.

## **Arriving at School: Supervision, Gym, Breakfast, Attendance**

Supervision at the PK-6 Building begins at 7:40 a.m. **Students SHOULD NOT arrive before 7:40 am.** The gym is open at 7:40 for students to wait until 7:55 a.m. to go to their classrooms. Students in the gym are expected to stay seated and speak in conversational volume. Once in the gym, students may only exit with staff permission and when the 7:55 bell rings. Students may utilize personal electronic devices and are expected to abide by the district technology policy until 7:55 a.m.. Earbuds or headphones must be utilized if listening to audio content. There is no food or drink allowed in either gym.

Students who eat breakfast at school may come at 7:40 a.m. An ideal arrival time for students using the supervision of a crossing guard is 7:55-8:00 a.m. The tardy bell rings at 8:05 a.m. Classroom instruction begins at 8:05 a.m. and ends at 3:00 p.m.

## **Attendance**

In order to receive the maximum benefit from the instructional program, Clarinda Elementary students are expected to attend school on a regular basis and be on time. Regular school attendance is essential for each student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. **Refer to the district policy portion of this handbook for specific details on attendance.**

## **Student Absences**

When students are not going to be in school, parents must notify the school's office before 9:00 AM (712-542-4510 or 712-542-2132). Please help us by making this phone call so there will be no misunderstanding as to the type of absence the student has. When parents call the school to report absences, the school is assured that the child is safe. The school administrative assistants will call if notification is not received.

## **Truancy**

In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

## **Compulsory Attendance**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the County Attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school

- equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or provisionally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide healthcare evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. *A student who is too sick to attend school is not eligible to attend school activities.*

## **Bicycles/Skateboards/Heelys/Bags on Wheels**

Students are allowed to ride their bikes to school with adult or older sibling supervision. Students are expected to follow the safety guidelines provided by the crossing guards. Bikes are to be parked at either the Garfield West Entrance or 4-6 South Entrance bike racks. Bike riders on the 4-6 side will not be allowed to leave until the buses have departed the building at dismissal time due to the high amount of traffic.

For safety reasons, the following are not allowed: Skateboard, Heelys, and Bag on Wheels.

## **Birthday Treats & Parties**

Food allergies are becoming a bigger part of our school lives. **Our school policy is any snacks brought into the school for parties or treats have to be store purchased (or made by a professional baker), pre-packaged and labeled with the ingredients.** This will allow the teacher and school staff to know exactly what the ingredients are and be able to make sure that a student who cannot have that particular snack gets an alternative snack. As a school district we want to encourage our students to lead a healthy lifestyle. If you have any questions on bringing snacks or treats, please contact your child's teacher or administrative assistant.

## **Party Invitations**

To avoid any child feeling left out, please mail party invitations directly to guests' homes if you can't invite everyone in your child's class. School staff will not be able to distribute invitations selectively or forward electronic ones. To maintain privacy, staff are not able to share addresses, emails, or phone numbers of other students. Thank you for your cooperation.

## **Change of Address and/or Telephone Number**

When a parent needs to be contacted in an emergency, student records are helpful only if they contain **up-to-date information.** Parents are expected to keep the school offices informed of changes in address, telephone number, and of the persons who you are expecting the school to contact if a parent can't be located.

## **Communicable Disease**

A communicable disease is any disease spread from person to person. Clarinda Community School District collaborates with Page County Public Health and local healthcare providers to provide guidelines which define when a student is well enough to attend.

## **Conferences and Progress Reports**

School personnel and parents have a mutual interest in the welfare of our children. Parents should feel free to call and discuss any matter at any time. We will schedule one conference with all parents at the end of the first and third quarters. This is a 15-minute conference for both parents. We feel it is extremely important for both parents to hear the same message at the same time from the teacher. Separate conferences will not be provided.

Report cards are issued at the end of each nine weeks and emailed to the parent/guardian account indicated on

JMC at the time of registration. If you do not have email, a copy of the report card will be sent home with your child. Progress reports are sent home in the middle of each quarter (approximately 4 ½ weeks into a quarter). These reports will give you information on how your child is doing half way through each quarter.

## Online Grading

Grades for students in grades first through sixth are available online. If you need assistance with your JMC account, please call the office at 712-542-2132 or 712-542-4510.

## Crossing Guards

Adult crossing guards are stationed in the congested areas for the safety of the children. For their protection we urge the students to take advantage of these guards.

## Custody/Protection Orders

When parents are divorced, both parents may have equal rights where their children are concerned. **If a court order exists that limits the rights of one parent, a copy of the court order must be provided to the school for the child' file. If the court order is not on file at the school, we must provide equal rights to both parents.**

## Dental Screening

Iowa law requires all incoming kindergarten and 9<sup>th</sup> grade students to have proof of a dental exam upon school entrance. A specific form needs to be completed and signed by your Dental Provider.

## Diet Modifications

If your student has a special dietary need, please request a *Diet Modification Request Form* from the school nurse. Forms must be completed by a licensed, prescribing medical professional. Once completed, submit the form to your school nurse. No special diets or substitutions will be made unless the form is properly completed and approved by the Food Service Director.

## Discipline

All students are expected to act appropriately. Unacceptable behavior is defined as any behavior that interrupts the classroom/school learning environment. We have implemented the Positive Behavior Intervention Support (PBIS) Program. PBIS is a comprehensive Positive Behavior Support System that includes a range of intervention strategies designed to prevent the problem behavior while teaching socially appropriate alternative behaviors. By implementing the PBIS program, most behaviors will be handled in the classroom. However, students can be referred to the principal's office for serious or ongoing inappropriate behavior.

Students who violate PK-6 policies for student behavior will engage in an individualized preventive and proactive learning plan supported by all staff who are supporting the child: Principals, Counselors, Classroom Teachers, and Paraprofessionals.

If a child changes school districts, the school district may transfer discipline documentation to the new school district.

## Misbehaviors

Behaviors inappropriate for the classroom will be taken care of by the classroom teacher. If the student fails to comply with the teacher, the Administration Team will work with the student and teacher to resolve the situation. It is our goal to work with students to change the behaviors we deem to be inappropriate for school. The following matrices display the types of minor and major behavioral violations and range of disciplinary measures. These measures will be applied in a developmentally appropriate manner at the PK-6 level.

## Minor (classroom-managed) Behavior Violations and Range of Disciplinary Measures

Repeated minor behavior violations may result in a transition to major behavior violation status.

<p><b>Disruptive Behavior:</b> Low-intensity verbal or physical actions that hinder or impair teaching and learning. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Behaviors that interfere with the work of others. (e.g. blurting out)</li> <li>● Inappropriate voice levels at designated times of listening or quiet</li> <li>● Inappropriate out of seat behaviors during times of instruction</li> </ul>	<p><b>Inappropriate Language/Gestures (Disrespect):</b> Lower intensity instances of inappropriate verbal or written language, or gestures. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Inappropriate verbal or written language comments (not directed at someone)</li> <li>● Profanity (not directed at someone)</li> <li>● Inappropriate gestures (not directed at someone)</li> <li>● Rude verbal or written language or gestures directed toward others that are not profane, derogatory, degrading or discriminatory</li> </ul>
<p><b>Non-Compliance (Defiance):</b> Brief or low-intensity arguing and/or refusal to follow directions. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Not following prompts, requests, or directions from school personnel</li> <li>● Not complying with directions to be safe, respectful and/or responsible</li> <li>● Continuing to disrupt others after being directed to stop</li> </ul>	<p><b>Technology Violation:</b> Improper use of electronic devices. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Using device without permission</li> <li>● Modifying someone’s work without their permission</li> <li>● Deleting applications</li> <li>● Taking pictures/video without permission</li> <li>● Using social media</li> </ul>
<p><b>Physical Aggression/Physical Contact</b> Inappropriate physical contact. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Minor poking, tapping, kicking, pinching, tripping, elbowing, shoving</li> <li>● Roughhousing</li> </ul>	<p><b>Property Misuse:</b> Low intensity misuse of property. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Writing on desks or other unapproved surfaces, breaking pencils, ripping up papers</li> </ul>
<p><b>Other minor violations may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>● Being unprepared for class</li> <li>● Violations of classroom rules</li> <li>● Tardiness</li> <li>● Truancy</li> <li>● Cheating</li> <li>● Insubordination</li> <li>● Inappropriate attire, grooming issues</li> </ul>	<p><b>There are a range of disciplinary measures for acts of minor misconduct that could be progressive in nature, depending on the nature of the offense and administrative discretion. Those disciplinary measures include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Verbal or non-verbal prompts/reprimands from the teacher, para or other school personnel.</li> <li>● Seating changes either within or outside the classroom.</li> <li>● Repeating an assignment or completing an additional assignment.</li> <li>● Re-teaching of expectations/practicing appropriate behavior in restorative circles.</li> <li>● Individualized instruction.</li> <li>● Additional skill instruction.</li> <li>● Recess or lunch in the classroom or other</li> </ul>

	<p>location to finish school work or practice behavior skills.</p> <ul style="list-style-type: none"> <li>● Loss of privilege</li> <li>● Removal/confiscation of school materials and technology device(s).</li> <li>● Separation from another student (or students) for a period of time.</li> <li>● Parent/guardian contact and/or parent/guardian conference.</li> <li>● Detention</li> <li>● Other disciplinary measures deemed appropriate to address minor behavior violations.</li> </ul>
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### Major (administrative-managed) Behavior Violations and Range of Disciplinary Measures

<p><b>Non Compliance (Defiance):</b> Persistent and/or defiance of school personnel, school rules and policies (including extracurricular and bus rules). <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Repeated refusals to follow directions, instructions, prompts, and/or requests from school personnel.</li> <li>● Repeated refusals to be safe, respectful and responsible.</li> <li>● Repeated refusals to avoid disrupting others.</li> </ul>	<p><b>Disruptive Behavior:</b> High intensity or repeated verbal or physical actions that hinder or impair teaching and learning. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Repeated behaviors intended to interfere with the work of others.</li> <li>● Repeated use of louder voice levels at inappropriate times.</li> <li>● Repeated out of seat behaviors during times of instruction.</li> </ul>
<p><b>Inappropriate Language/Gestures (Disrespect):</b> Profane, derogatory, degrading or discriminatory language (verbal or written) or gestures directed toward others. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Profanity directed at others</li> <li>● Inappropriate gestures directed at others</li> <li>● Comments, writing, gestures of a sexual nature</li> <li>● Verbal or written language, or gestures intended to offend, harm or disturb</li> </ul> <p><i>*If actions are determined by the Administration to meet the criteria for bullying and/or harassment, an investigation will be conducted and district policy followed.</i></p>	<p><b>Unapproved Location - Out of Bounds:</b> A student leaves an area without permission or is in an area outside the boundaries of the school.</p>
<p>The school may impose a range of disciplinary sanctions for the behaviors listed above. These sanctions may be progressive in nature, but higher level sanctions may be deemed necessary, up to and including expulsion, per administrative review of the issue. <i>The range of sanctions may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>● Time in office</li> <li>● Detention</li> <li>● Requirement of participation in a structured reteaching</li> </ul>	

- Parent/guardian contact/meeting
- Loss or technology device and/or privileges (if applicable)
- Alternative learning environment
- Recommendation for further assessment
- Bus suspension or expulsion (related to behavior violations on the bus)
- Restitution/community service
- Additional attendance/Saturday school
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Restorative Circle

\*\*In instances where a law violation has occurred in addition to a violation of school rules, appropriate law enforcement officials will be contacted and may become involved in the administration of discipline.

\*\*A CPI hold may be utilized if a student poses an immediate danger to themselves or others. The least restrictive hold will be utilized until the student is again able to demonstrate safe behavior

**Property Damage/Vandalism/Theft:**

Participation in an activity that damages or disfigures property. *May include, but not limited to:*

- Damage/vandalism/theft of school property (including busses)
- Damage/vandalism/theft of personal property

**Typical range of sanctions:**

- Cleaning or repair of the damaged or vandalized item/area.
- Financial obligations to pay for the property damage, vandalism, and or theft will be the responsibility of the student or student’s parents/guardians.

**Threats:**

*May include, but not limited to:*

- Intimidating others through verbal, physical, or written means (including social media).
- Intentionally pointing, displaying, threatening, or using a weapon toward another in an intimidating or dangerous manner.

**Typical range of sanctions: Threats**

- See range of disciplinary sanctions.
- Also see range of sanctions included in the Weapons section of the student handbook.

**Technology Violation:**

Inappropriate use of electronic devices.

*May include, but not limited to:*

- Repeatedly using devices without permission.
- Intentionally or repeatedly visiting inappropriate sites.
- Repeated issues modifying someone’s work without their permission.
- Repeated misuse of device (deleting apps, taking pictures/videos)
- Repeated use of social media
- Sending sexually inappropriate pictures or messages
- Attempting to access, or accessing pornographic images.

\*\*See page 16 for more information on electronic personal devices.

**Typical range of sanctions:**

- 1st offense: loss of device for remainder of day and the following school day. Parent/guardian

**Physical Aggression:**

Actions involving serious physical contact where injury could or does occur.

*May include, but not limited to:*

- Any physically aggressive act intended to, or that does cause, pain, injury, or harm to another student; coupled with the apparent ability to execute the act. Examples include aggressive hitting, kicking, poking, pinching, scratching, tripping, elbowing, and/or shoving.
- This applies to a student initiating a fight, physically attacking another student, or engaging in unsafe, careless or irresponsible behavior that results in harm to others.
- Any act intended to place another in fear of immediate physical contact which will be harmful, coupled with the apparent ability to execute the act.

**Typical range of sanctions: Physical Aggression**

*May include but not be limited to:*

<p>contact. Student reviews and signs technology use policy and major behavior violation/range of sanctions document before the return of the device.</p> <ul style="list-style-type: none"> <li>● 2nd offense: loss of device for 5 days and parent/guardian meeting. Administration, parent/guardian, and student review and sign technology use policy and major behavior violation/range of sanctions document before the return of the device.</li> <li>● 3rd offense: loss of the device for the remainder of the semester. Parent/guardian meeting.</li> <li>● 4th offense: loss of the device for the remainder of the year. Parent/guardian meeting.</li> </ul> <p>**Any technology violation that involves illegal activity will be reported to law enforcement officials and result in the loss of the technology device for a length of time, up to and including through the remainder of the school year or longer, to be determined by school administration.</p> <p>**Higher level sanctions, up to and including expulsion, may be deemed necessary per administrative decision due to the severity of the offense.</p> <p>**See separate section in student handbook for range of sanctions for cell phone issues.</p>	<ul style="list-style-type: none"> <li>● Parent/guardian contact, 1 full day OSS and 1 day ISS upon return to school.</li> <li>● Parent/guardian contact, 3 full days OSS and 2 days ISS upon return</li> <li>● Parent/guardian contact, 10 full days OSS and 3 days ISS upon return Administrative review to include further sanctions up to and including expulsion.</li> </ul> <p>**Disciplinary measures will typically be progressive in nature, but higher level sanctions, up to and including expulsion, may be levied per administrative decision based on factors that include, but are not limited to: pre-meditation, level of aggression, severity of injury incurred, etc.</p>
<p><b>Physical Contact:</b> Inappropriate physical contact. <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Physical contact that involves purposefully touching another student in a bodily area typically considered to be a private area.</li> </ul> <p><b>Typical range of sanctions:</b> See range of disciplinary sanctions.</p>	<p><b>Use/Possession of Weapons Possession of a weapon on school grounds.</b> <i>May include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Firearms, knives, or any other object determined by administration to be a weapon.</li> </ul> <p><b>Typical range of sanctions: Use/Possession of Weapons</b> Please refer to the Weapons section in the student handbook.</p>
<p><b>Harassment:</b> Actions that meet the criteria for harassment as defined in the Bullying/Harassment policy in the CCSD board policies.</p> <p><b>Typical range of sanctions:</b> Harassment Please refer to the Bullying/Harassment section in the student handbook.</p>	<p><b>Other major violations</b> <i>may include, but not limited to:</i></p> <ul style="list-style-type: none"> <li>● Inciting others to violate school rules or the law.</li> <li>● Truancy</li> <li>● Gambling</li> <li>● Theft/possession of stolen property.</li> <li>● Possession, manufacture, use, sale, distribution, or being under the influence of illegal drugs, controlled substances, imitation controlled substances, drug paraphernalia, alcoholic beverages, tobacco, or vaping equipment.</li> <li>● Possession, use, or distribution of obscene literature, items or materials.</li> <li>● Behavior which discriminates against others based on an individual's race, sex, national origin, sexual orientation, gender identity,</li> </ul>

	<p>religion or disability.</p> <ul style="list-style-type: none"> <li>● Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection in a manner generally considered to be private.</li> <li>● Unsportsmanlike conduct, disrespect of opponents, and unsafe or irresponsible behavior during competition.</li> <li>● Cheating/plagiarism or theft of academic material.</li> <li>● Fire-setting</li> <li>● Possession, sale, distribution, or use of fireworks.</li> </ul> <p><b>Typical range of sanctions:</b> See range of disciplinary sanctions</p>
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### **CPI (nonviolent crisis intervention)**

The PK-6 Building has a CPI trained team. Restraint will be used as a LAST RESORT. The team is focused on staff demonstrating respect, dignity and empathy to students while providing emotional and physical support keeping the student’s best interests in mind. We look to reduce or manage risk to minimize injury or harm to students and staff. Our goal is to maintain a safe, effective, harmonious, and therapeutic relationship that relies on collaboration. Parents will be notified immediately if restraint has been used.

### **Dropping Off and Picking Up Students**

Students not participating in district busing can be dropped off at the designated PK-6 locations: Main Garfield Entrance, North Parking Lot, and Middle School Entrance. Cooperation with crossing guards and staff traffic monitors is imperative for student safety.

**Classroom instruction begins at 8:05 a.m. Any student that arrives at 8:30AM or later must be dropped off at the 4-6 building entrance.**

- **PK-Kindergarten Students:**
  - Kindergarteners who are getting picked up from school will be dismissed from the north doors/parking lot. If you will be picking up from the north parking lot, please turn onto Division Street off of 16th Street to line up. **Stay in line, pulling into the gravel/north parking lot from the west. We ask that you do NOT park or get out of your car.** Please pull up to the forward-most available cone before stopping. If your child is not outside when you get to the cones, you will be asked to pull forward to wait. If you need to get out of your vehicle to buckle your child in, you will need to load them at the orange cones, then pull forward to the waiting area to get out and buckle them.
- **1st-3rd Grade Students:**
  - 1st-3rd Grade Students who are getting picked up from school will be dismissed in front of Garfield Elementary West Doors (on the PreK-3 side) at 3PM. If you have more than one child to pick up, please coordinate with teachers and children to have all of your children picked up in one spot (North PreK/Kindergarten doors, Garfield West Doors, or 4-6 Doors). If you are picking up your child on the PreK-3 side, you will turn onto East Orange Street and turn onto South 15th Street. **Stay in line on the right side of the road, closest to the sidewalk. We ask that you do NOT park or get out of your car until you get up to the orange cones.** Please be patient as traffic will back up at times because of the crosswalk and traffic picking up students at the North Door. Your child will wait with their teacher until your car is close to the 4 colored cones (by the steps). Teachers and students will watch for your car and

we will try and have your child up at one of the cones waiting for you. **Please pull all the way up to the cone to allow for 4 students to get picked up at one time.**

- If your child is not outside when you get up to cones, please do not park and wait at the colored cones as this will back up the pick up line. Please pull past the crosswalk and park on the right side of the road to wait. The 4th grade, 5th grade, and 6th grade students who are meeting their younger siblings will take longer to get up to the Garfield doors for dismissal, so please plan on picking your child up closer to 3:10 or plan on parking on East Wells Street or at Hillside Missionary Church to wait for them.
- **4th-6th Grade Students:**
  - 4th-6th Grade Students who are getting picked up from school will be dismissed from the East Doors on the 4th-6th Side unless they are meeting their younger siblings on the Garfield side. Please park along East Glenn Miller Drive. Parking is prohibited in front of the South entrance circle to allow for buses to enter and exit.

## **End of Day & Change of Schedule**

Dismissal is a very busy time of day. With that in mind, please call the office with end of day schedule changes by 2:30 P.M. This helps eliminate miscommunications between parents and school and helps to ensure our students get where they are supposed to be at the end of the day. **Students that need to be picked up early must be picked up at the 4-6 entrance location.** End of the Day dismissal time is 3:00 PM. All students must be picked up no later than 3:10 PM.

## **Head Lice**

From time to time students may become infested with head lice. This is a problem in every school in the Midwest. If a child is discovered to have live lice at school, the child will be allowed to stay at school. The student needs treatment the day the lice is found, prior to returning to school the next day. The nurse may make the decision to send the student home from school if the infestation is interrupting their learning process (excessive itching, very uncomfortable etc.). In this case a parent will be contacted and the student will be sent home for treatment prior to returning to school. The school nurse has guidelines prepared by the Iowa Department of Health for treating lice.

## **Field Trip Policy**

In a typical year, each grade level takes an annual field trip that is related to their curriculum and contributes to the achievement goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

The district will do its best to be sure parents who want to attend a field trip will have an opportunity to do so sometime in the student's elementary career.

- Chaperones will be taken from each classroom.
- Chaperones will be parents, legal guardians, or grandparents only.
- Siblings will not be allowed to attend the field trip.
- Chaperones will pay their own admission fee.

Parents may indicate their willingness to assist in field trip supervision by filling out the form sent home by the classroom teacher.

## **Health Insurance Eligibility**

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth-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 1-800-257-8563 (toll free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## Hearing Screenings

Hearing screenings are given to preschool through fifth grade students. Any student with a known hearing concern, any new students, or students with a parent or teacher referral may also be screened. If you do not wish your child to participate, please contact the school.

## Illness and Injury

Clarinda Community School District collaborates with Page County Public Health, Iowa Department of Public Health, and local healthcare providers to provide guidelines which define when a student is well enough to attend school. *\*The general message to families, students, and staff is to stay home if you are not feeling well.*

### If a Student Gets Sick at Home:

**24 Hour Guidelines:** Students should stay home until 24 hours fever free without fever-reducing medications (fever is defined as greater than or equal to 100.4 degrees), 24 hours without vomiting or diarrhea, and/or 24 hours after starting antibiotic treatment.

### If a Student Gets Sick at School:

The school nurse will use professional judgment to determine if the student may be returned to class, be referred for further medical intervention, or be sent home for rest and observation. Students need to be seen by the school nurse first before being sent home.

Regardless of the nature of the illness, anyone presenting with illness symptoms that suggest communicable illness will be sent home with instructions to consult with their healthcare provider who can further assess, diagnose, and prescribe appropriate care to include when it is advisable for the child to return to school.

## Junior Kindergarten/Kindergarten Entrance

Children enrolling in Junior Kindergarten or Kindergarten must be at least five years of age on or before September 15th of the year in which they wish to enroll and potty trained. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child can enroll. Prior to enrollment a completed health and immunization certificate must be turned into the office. Your child will not be allowed to come to school until all these documents are received in the main office.

## Leaving School Early

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure:

1. If you want your child to leave school at the end of the day other than the usual routine, either send a note with your child stating the change, call the office, or email their teacher. If emailing, it's important to also carbon copy both the administrative assistants [hdavis@clarindacsd.org](mailto:hdavis@clarindacsd.org) and [ttschmidt@clarindacsd.org](mailto:ttschmidt@clarindacsd.org) in case the teacher is absent.
2. If your child is to go home with a friend, or is to be picked up by another adult, etc., a phone call to the office or note stating the plan should be sent to school with your child that morning.
3. If picking up your child early, please make arrangements with the office. An electronic record will be made with our ENVOY system, if applicable. Students who become ill during the day will be sent to a designated area. A parent or person designated on the emergency form will be notified if the child needs to go home. Please keep this information current. Any changes to the emergency form should be made by calling the PK-6 Building OR providing information to the administrative assistants via email.

## Lunch

Parents are welcome to eat school's lunch with their child with a 24-hour notice given to either building secretary. No outside food from eating establishments will be allowed.

If your child eats school’s lunch, please do not send pop/soda. Students eating lunch from home may either purchase milk or bring a water bottle.

Visitors must sign-in the office using the Raptor System. After signing in, visitors will receive a badge.

## Recess

### Clarinda Elementary Outdoor Play Guidelines Based on the IDPH Childwatch Chart

Feels Like Temperature	Recess	Outerwear
106 and above	Indoor Recess	
97-105	Outdoor	Shorten Time Outside
60-96	Outdoor	Choice
50-59	Outdoor	Long Sleeves
40-49	Outdoor	Light Coat
30-39	Outdoor	Winter Coat, hat, gloves
13-29	Outdoor	Winter Coat, hat, gloves
12 and below	Indoor Recess	

Unless the “feels like” temperature is 12 Degrees and below Fahrenheit, at or above 106 Degrees Fahrenheit, or raining, recess will be outside. Be sure your child is dressed appropriately as the season requires. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, boots, etc.). If a need arises, please contact the office for support of cold weather gear.

During rainy or snowy seasons, students should have boots and a change of shoes to prevent tracking mud, snow, etc. into the building. Please label winter clothing items such as coats, hats, mittens/gloves, and boots with your child’s name. Teachers will honor your request for your child to be excused from outdoor play for one day after a brief illness. If it is to be extended beyond one day, the family doctor’s recommendation should accompany the request.

## Severe Allergies

If your student has a severe allergy, PLEASE make sure you communicate this information to the school nurse. The school nurse will work with you to develop an individual health plan, and if needed an emergency response plan, for your student.

## Standardized Tests

In the Spring, all 3rd-6th Grade students are given a standardized test called the ISASP (Iowa Statewide Assessment of Student Progress). This test is used to determine academic progress for individual students, for groups of students, and for the school district. All students are tested unless excused by their Individualized Education Plan (IEP).

Once every Fall, Winter, and Spring, the State of Iowa requires all students to take a reading and math benchmark test. We use the State’s testing platform FASTbridge and i-Ready. These results are shared with parents and guardians after each testing window.

Screeners are designed to provide a rough indicator of mild, moderate, and severe risk in reading and math skills and provide a data point to ensure early intervention takes place. The tests are useful for determining “health” of the students and identifying appropriate starting points for instruction, planning instructional groups, and identifying who needs further assessment.

## **Title I Services**

Title I Reading services are provided for elementary students who have learning needs in literacy. Students who qualify for services are provided intensive instructional time in reading. Students may receive instruction from the Title I teacher in their regular classroom or small group. If you would like more information about this support service, contact the principal (542-4510). Please read the [Clarinda PK-6 School/Parent Compact](#). This compact recognizes the important role and responsibility of the parent, students, teachers, and principal in working together to support a student's progress and success in reading. As such, we commit to be respectful of one another, and recognize the importance of literacy and learning to read.

### **Reading Plans:**

A school district shall provide to students in kindergarten through the end of grade six who are not reading proficiently with personalized reading plans until the student is reading at grade level, as determined by the student's consistently proficient performance on valid and reliable measures of reading ability. HF2618

### **Math Plans:**

A school district shall provide to students in kindergarten through the end of grade six who are persistently at risk in math with personalized math plans until the student is reading at grade level, as determined by the student's consistently proficient performance on valid and reliable measures of math ability. HF784

## **WIN (What I Need)**

Elementary WIN (What I Need) time is a dedicated period during the school day for personalized instruction, allowing students to receive targeted support or enrichment based on their individual learning needs. This time ensures every student has the opportunity to progress and succeed by focusing on specific academic skills and goals.

## **District Expectations:**

### **Attendance**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

### **Policy**

The Clarinda CSD School Attendance Policy states that parents of students who have 5 absences during the semester will receive a letter informing them that their child is on the verge of having attendance issues. Students with at least 9 days absent will receive a letter and a letter will be sent to the county attorney. Students with at least 13.5 absences during the school year will receive a letter informing them that their child is having attendance issues and that a school engagement meeting needs to be held at their earliest convenience. At the school engagement meeting, the team will develop an attendance prevention plan and have weekly contact with CCSD. If the attendance issue is not corrected at 16.5 absences, the issue will be referred to the County Attorney's Office for truancy.

### **Excused Absences**

An excused absence is an absence that has supporting documentation such as an appointment that is considered unavoidable. An absence with a parent note is not necessarily considered an excused absence.

### **Student Absences**

Parents must notify the school's office at either 712-542-4510 or 712-542-2132 when students are not going to be in school. The school administrative assistants will call by 9:30 AM if notification is not received. If a parent doesn't answer after several attempts, the principal may feel obligated to call the non-emergency police phone number to initiate a well-child check.

## Truancy

In Iowa, truancy is defined as “any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant.” Parents who fail to ensure their child is in school may have charges filed against them under the “child in need of assistance” provision of the state.

## Bullying / Harassment

*"Harassment"* and *"bullying"* shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the student in reasonable fear of harm to the student's person or property. (2) Has a substantially detrimental effect on the student's physical or mental health. (3) Has the effect of substantially interfering with a student's academic performance. (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (5) Continues to happen even after the student has asked the harasser to stop. Students that feel that they have been harassed should:

1. Communicate to the harasser or bully that you don't like what is happening and that they need to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or Principal to help.
2. If the harassment continues the student should tell the harasser to stop or they will file a complaint with the office.
3. If the harassment still continues the student should:
  - a. Tell a teacher, Counselor or Principal.
  - b. File a complaint with the office by writing down exactly what has happened, keep a copy and give a copy to the teacher, Counselor or Principal. The complaint should include:
    - i. What, when and where it happened;
    - ii. Who was involved;
    - iii. Exactly what was said or what the harasser or bully did;
    - iv. Witnesses to the harassment;
    - v. What the student said or did, either at the time or later;
    - vi. How the student felt; and
    - vii. How the harasser or bully responded.

Bullying and/or harassment of any kind will not be tolerated and those students will receive serious disciplinary consequences.

- Iowa Law - Definition of Bullying: [Click Here for Information](#)
- Anti-Bullying Complaint Form: [Click Here for Form](#)

## Cameras

Videotaping/Recording: CCSD BOE Policy 804.6 The Use of Recording Devices on School Property  
<https://clarinda.iowaschoolfinance.com/policy/8046-use-recording-devices-school-property>

- Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving/taking images or audio recording are banned from use for any purpose in locker rooms and restrooms at ALL times. At no time are students or visitors authorized to video capture, photograph, or audio record others (students/staff/visitors) in the school building, on school property (to include school vehicles), or at school activities without prior consent. Designated students may record a public performance, such as a game, honor assembly, concert, contest, etc. with the consent of a teacher, coach, or school administrator. Students will be subject to discipline according to the student handbook and board policy for any violation of this policy.
- **Video cameras** : The school district will annually provide the following notice to students and parents: The Clarinda Community School District Board of Directors has authorized the use of video cameras in school buildings and on school grounds. The video cameras will be used to monitor student behavior, to maintain

order, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### **Communication**

Effective communication is essential to positive parent and school relationships. The district strives to communicate effectively with parents while supporting a respectful environment. Providing a safe and secure learning environment for our students is very important to us and we appreciate the support of our parents as we work together to make our schools the pride of our community. Thank you for taking time to partner with us.

### **Directory Information Use**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen, parent, or guardian not wanting this information released to the public must make an objection in writing by September 15 to the principal. The objection needs to be renewed annually.

Directory Information Includes: Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Students, and Other Similar Information.

### **Emergency Drills for Standard Response Protocol: Evacuate / Shelter / Lockout/ Hold /Lockdown**

Clarinda School conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously. All procedures follow the Standard Response Protocol.

More information can be found at [iloveyouguys.org](http://iloveyouguys.org)

### **Electronic Personal Devices**

**(To include, but not limited to, cell phones, tablets, smart watches, headphones, earbuds, etc.)**

At school students have access to a phone and with permission can call home. In addition, parents may call the school, and we can reach your child immediately. However, we do realize that for some families, communication via a cell phone is desired. **Cell phones/Apple watches, or any internet/phone capable device that is brought to school must be turned off during school hours, 8:00AM and 3:00PM, and not turned on until after the 3:00 dismissal bell.** Students may use their cell phone before and after school if they do so appropriately. Personal electronic devices will be stored at the beginning of the school day and returned at school dismissal. Teachers and administrators will confiscate phones if they are on or should interfere with the efficient running of the school day. Phone violations will result in the following consequences:

- 1<sup>st</sup> offense – Students may pick up the phone in the office after school is dismissed.
- 2<sup>nd</sup> offense – A parent or guardian must pick up the phone in the office.
- 3<sup>rd</sup> offense – A parent or guardian must pick up the phone in the office and a detention will be issued. A plan will be developed to determine the return of the device.
- 4<sup>th</sup> offense – A parent or guardian must pick up the phone in the office and an In-School Suspension will be issued. Students will not be allowed to bring their device to school.

### **Emergency School Closing or Delay**

In the event weather conditions or emergencies make it necessary to close or delay school, KMA radio 960 AM, 99.1 FM and the school website shall provide public information. Parents will be notified through the student information system via text or email.

During emergency school dismissals, the school's phone lines are often busy, making it tough for parents to reach us. Sometimes, parents are unreachable, leaving us unsure of your child's plans. It's crucial for families to know what to do. Please discuss and plan ahead with your child and your child's teacher.

## Grading

Grades are posted online for 1st grade through 6th grade. PK, JK and Kindergarten will be sent home with your child or mailed. Late or missing assignments may be accepted within one day without penalty; no work will be accepted after two weeks past the due date. Exceptions for medical reasons will be considered. Teachers will communicate grading information with you at the start of school.

### Grading Scale

A	100 - 95	D+	69 - 67
A-	94 - 90	D	66 - 63
B+	89 - 87	D-	62 - 60
B	86 - 83	F	59 - 0
B-	82 - 80		
C+	79 - 77		
C	76 - 73		
C-	72 - 70		

## Homelessness

Homeless children or youth of school age are defined as:

- Individuals between the ages of 5-21 who lack a fixed, regular, and adequate nighttime residence including: 1. children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar situation.
- children who are living in motels, trailer parks, or camping grounds.
- children who are living in emergency or transitional shelters.
- children who are abandoned in hospitals.
- children who are awaiting foster placement.
- children who are living in cars, parks, public spaces, abandoned buildings, bus/train stations.
- migratory children who qualify (1-6).

Homelessness can happen for many reasons; unemployment, natural disasters, flood, fire, tornado, long-term illness, behind in monthly bills, housing costs, or addictions.

Possible signs of homelessness can include: attending several schools, attention seeking behavior, hunger, poor hygiene/clothing, sleeping in class, comments from students such as, "We move a lot, We're staying with relatives."

Children who meet one of the above seven can be referred to the Homeless Liaison. Any school staff, parent/guardian, or person within the community can refer the student. When a student is referred an Identification and Needs assessment form is completed.

If a student qualifies, supporting services (waiver of fees, transportation, special programs such as Special Education, TAL, ELL, Health, Nutrition) will be implemented as needed. The Homeless Liaison will keep all assessments of children referred. The Liaison will inform the Principal, Guidance Counselor, School Nurse, and Homeroom Teacher if possible.

## Immunizations

IOWA IMMUNIZATION LAW An Immunization Record must be provided for all students enrolled in an Iowa school. All students must comply with the immunization requirement or be excluded from school. Proof of immunization will be kept on file in our office. Students enrolling from out of state have 90 days to comply with the law. A provisional certificate is provided until the child can complete the necessary series of inoculations. A certificate of exemption may be obtained for medical or religious reasons.

## **Internet - Appropriate Use Policy**

The Clarinda Community School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. District technology is to be used for professional and/or educational benefit. The School District makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA, <http://www.fcc.gov/guides/childrens-internet-protection-act>).

### **Digital Citizenship**

As responsible digital citizens users will:

- Respect One's Self. Users will select online names that are appropriate and will consider the information and images they post online.
- Respect Others. Users will not use technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce, as required by copyright laws.

### **Expectations**

The Clarinda Community School District uses information and technology in safe, legal, and responsible ways. Responsible use of the School District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with School District policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files. Users are expected to abide by the law and generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may only be installed or downloaded by technology team on school devices if they are consistent with educational use.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials utilized for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Use of electronic devices in school, regardless of ownership, should be consistent with the School District's educational objectives, mission and curriculum.

- With classroom teacher approval, students may use their own devices (e.g. smartphones, tablets, laptops) in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their devices.
- Personal devices may only be connected to school networks for uses that are consistent with educational needs.
- The District respects the right of employees and students to responsibly use social media and networking sites, message boards and forums, as well as personal websites and blogs. Personal use of these sites should not damage the reputation of the CCSD, its employees, students or their families and should be consistent with the School District's educational objectives, mission and curriculum.

## **Access To District Technology**

Access to District technology will be provided to staff and students in an expedient manner following enrollment or employment by the District and acknowledgement of the "Responsible Use Agreement". The agreement outlines District expectations regarding technology use. This Agreement may be modified by the District as necessary. The District will make the final determination as to what constitutes unacceptable use. This Agreement is provided so that members are aware of the responsibilities they acquire.

## **Technology Use Policy**

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, up to and including the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

## **iPads**

Clarinda Elementary maintains a one-to-one student to ipad ratio. Each student is assigned a district owned ipad. Student activity is monitored by a variety of systems for the safety and security of the student and district systems.

- Students are responsible for the care of the device assigned to them and fines for damage and/or lost items will be assessed.
- Students' digital work is monitored for appropriateness and violations can result in consequences.
- The district maintains a content filter. Any student action attempted to circumvent the content filter will result in consequences up to and including suspension. Repeated violations may result in loss of technology privileges and a recommendation of expulsion from school.

## **Violation**

Any action that violates School District policy or is determined by an administrator to constitute an inappropriate use of District technology improperly restricts or inhibits other persons from using District technology, or any violation of the "Responsible Use Agreement" is strictly prohibited. Any violation may be interpreted as a breach of the terms and conditions of this agreement and may result in access privileges being revoked, complete loss of all school computer privileges, or disciplinary actions up to and including referral to law enforcement, prosecution, a recommendation for school expulsion, dismissal of employment, and/or other legal action.

## Information Content And Uses Of The System

Commercial use of District technology by staff or students are strictly prohibited. Members shall not sell or offer for sale any goods or services that could be construed as a commercial enterprise. The District may choose to provide means for staff to offer goods for sale on a non-enterprise basis. Any form of gambling is prohibited. The technology is to be used primarily for professional and/or educational benefit.

### Law Enforcement

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

### Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance in school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker may be charged to the student. A student's locker may be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Illegal items may be given to law enforcement officials. Lockers may be searched at any time with at least two people present. Locker maintenance inspections are conducted periodically throughout the school year to ensure that lockers are kept clean and well maintained. Backpacks will stay in the student's locker during the school day. **Students MAY NOT change lockers at any time during the year unless the office grants permission.**

### Lost and Found

A "Lost and Found" department is located outside of the administrative assistants' offices. All items not claimed by the end of each semester will be donated to charity. We ask that parents label all items (boots, coats, mittens, lunch boxes, water bottles, etc) to help settle the question of ownership.

### Medication Administration Guidelines

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications are required during the school day. Iowa State Law and Clarinda Schools allow medications to be administered at school only when the following specific guidelines are met.

- Medicine prescribed 3 times a day should be given at home; before, after school and at bedtime. Medications that are to be given four times a day will be given at lunch in the Student Health Office.
- Herbal remedies, Natural Supplements or Essential Oils not approved by the Federal Drug Administration will NOT be administered by school personnel.
- All medications must be brought to the school and picked up by an adult. The medication will be kept in a locked storage area and distributed by the school nurse or school personnel that have taken the Medication Administration Course. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly.
- No medication is to be kept by students in their lockers, desks, or on them personally. Medications are to be kept in the school's designated area.
- Medications will be transported for field trips according to State of Iowa recommendations.
- Medication Administration Forms can be obtained from the school website or the school office.

## Prescription Medication

- Per Iowa State Law prescription medication must be in the original container from the doctor, pharmacy, or store. The name of the student, medication, time to be given, and name of the physician must be on the container. Written permission to give the medicine, with the parent's signature, must accompany the medication. A **current** pharmacy- labeled container can serve as the written prescriber's order.
- The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed or emailed to the nurse.
- Medications must be in the most **current** pharmacy-labeled container.
- Empty bottles of prescription medication will not automatically be sent home with a student unless under specific circumstances arranged/approved by a nurse or school staff.
- Parent instruction cannot conflict with prescriber's orders

## Self-Carry Emergency Medications:

- **Inhalers**
  - Students with asthma and other airway constriction diseases may self-administer their life saving medication when a parent/guardian provides written permission and a physician's prescription (See **AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM.**)
    - All inhalers must have the prescription label directly on the actual inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
    - If the student misuses this privilege, the privilege will be withdrawn.
- **EpiPens:** Clarinda Community Schools does not provide epinephrine auto injectors. In the event of an anaphylactic reaction, emergency services (911) need to be contacted immediately. A student who has a prescribed epinephrine auto injector may carry and self administer when a parent/guardian provides written permission and the physician provides a prescription. See section labeled *prescription medication*.

## Over The Counter Medications

- Clarinda Community Schools will provide over the counter medication to be used occasionally as needed.
- Medications may be brought from home by an adult in the original container labeled with the student's name.
- Over-the-counter medication can only be administered if the label instructions correspond with the student's age, weight and medication indications.
- School nurses may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.
- Written permission must be on file for school health staff to administer over the counter medication to students.

## Messages / Deliveries for Students

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Messages WILL NOT be relayed to students during class unless school officials determine that an emergency situation exists. Please do not ask school personnel to deliver personal messages because they have been instructed not to do so. Under normal circumstances, messages will be delivered prior to school, at the beginning and end of the lunch period, or during the student checkout time at the end of the day.

**Delivery of flowers or gifts for students will not be accepted at the PK-6 Building.**

**Parents or guardians will not be permitted to interrupt the students' class time, except in the case of an emergency, which shall be determined by the administrative staff.**

## Open Enrollment

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the Superintendent's office.

## Phone Calls

Students will not use cell phones during school time (8:00-3:00PM). With permission, students may make calls on their cell phones or office phones while in the office. Other times may be allowed with approval from the office.

## Promotion-Retention

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. A meeting including the parents, child's teacher, and school administrators will be held if retention is being considered.

The district shall adhere to the following: (Board Policy 505.2)

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten – twelfth grade** may also occur in additional instances as provided by law.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – *Student Complaints and Grievances*.

## School Buses

Students being transported in school-owned vehicles shall comply with the CCSD rules for conduct. Any student who fails to comply with the established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

- Each student is responsible for his/her conduct while on the bus. All school rules apply.
- Students should see that when the bus arrives at a stop, the boarding proceeds in a relaxed, safe and friendly manner.
- Students are not allowed to enter or exit from the emergency door except in case of an emergency or supervised drill.
- Students should be seated immediately after boarding the bus and remain seated. To change seats, especially while the bus is in motion, is not allowed.
- No one is allowed to stand in the doorway of the bus while it is moving.
- The driver may assign seats.
- All students should remain seated until the bus has come to a complete stop.
- Band instruments cannot be stacked in the stairwell or aisle.

- All parts of the body are to be kept inside of the bus.
- No objects or paper are to be thrown inside the bus or out of the windows.
- Students will not make unnecessary or loud noises. A normal conversational tone is more conducive to a safe and enjoyable ride for all.
- No fighting, profanity or obscene gestures will be permitted.
- Vandalism or destruction of any other person's property is not permitted.
- Appropriate cell phone use. Recording of students and staff is strictly prohibited.
- Food, drink, and gum is not allowed on the bus

### **Transportation Discipline:**

- Physical aggression or altercations: Minimum 1 week suspension
- Inappropriate Language: Minimum 1 week suspension
- Intentional disruption of bus during transport: Minimum 3 days suspension
- Ignoring a lawful directive from bus driver or para: Minimum 3 days suspension
- Possession of illegal substance or weapon: Remainder of school year

\*\*Suspensions may adjust based on severity or number of occurrences.

### **Search and Seizure**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search.

Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities. In an attempt to maintain a drug free environment, the administration may elect the help of the county drug dog to assist in random searches.

Items disruptive to the safe and orderly operation of the school will be confiscated. Such items may include laser pointers, beepers, cellular phones, toys which distract the student or others, weapons or weapon look alike, or any object deemed disruptive by school personnel. Possession of such items may result in immediate alternate placement or suspension.

**Reasonable Suspicion:** A search of a student will be justified when there are reasonable grounds for a suspicion that the search will turn up evidence the student has violated or is violating the law or rules of the school. Considering factors such as the following may form reasonable suspicion:

- eyewitness observations of school personnel
- information received from reliable sources
- suspicious behavior by the student

**Reasonable Scope:** A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student
- the sex of the student
- the nature of the infraction
- an emergency requiring the search without delay

### **Search of School Property**

Policy 502.8R3 Use of Dogs to Search School Property

The Superintendent of Schools may authorize, as part of an overall effort to maintain safe schools, the periodic use of narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy. The use of narcotic dogs is subject to the following:

1. The Superintendent or designee shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified in writing of this policy at the beginning of each school year, through its inclusion in the student and/or parent handbook and/or on the District's/school's website.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
  - c. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff within close proximity of any student's person.
  - d. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
4. Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or on the District's/school's website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
5. Only properly trained dogs that are handled by trained personnel shall be used for searches of school property.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locker and a search is subsequently conducted by school officials, the search will be conducted in the presence of the student(s) whose locker(s) is/are being searched or, in the absence of the student(s), the search shall be conducted in the presence of at least one other person. If a dog alerts on a locked vehicle, the student who brought it onto District property shall be asked to unlock it for a search conducted per procedure outlined in Board of Education Policy. An effort shall be made to protect the student's privacy to the greatest degree possible.

## **Tobacco, Vaping, Alcohol and Controlled Substances**

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. The possession of tobacco or drug paraphernalia is also forbidden. Violation of this rule will result in disciplinary action following district policy which may ultimately include expulsion. Such violations will be reported to local law enforcement authorities.

## **Security Before, During and After School**

All buildings are protected by 24 hour video surveillance and locked down during educational hours for the safety of students and staff. All parents and guests will request access to enter the building during instructional hours. The building entrance is located at 305 East Glen Miller Drive. All guests shall register in and out at this administrative entrance.

Doors will be unlocked for student entry at 7:40 a.m. and remain locked for the day. Parents should not leave students at the school outside these hours since staff is not available for supervision.

## **ELO (TAG)**

Enrichment Learning Opportunities (formerly Talented and Gifted) is designed to meet the needs of advanced learners in grades K-12 in Clarinda Community Schools and as well create a schoolwide enrichment model that meets the needs of all students. The program will be varied, just as all students' needs are supported through the MTSS and Advanced Learner models. Enrichment and advancement needs will be met within the classroom with collaboration between the classroom teacher, PLC teams, and ELO Coordinator. Students' abilities and talents change over time, so

we will identify advanced learners at different degrees of need and serve those students accordingly. Not all students will need the same services at the same time. A differentiated learning plan (PEP) will be developed in collaboration with the student, parents, teachers, and school staff when a student's ability level far exceeds that of grade-level peers. Please review the entire plan on the school website if you would like further information or contact the ELO Coordinator, Christine Privia, or PK-6 Principal, Lesley Ehlers.

## **Surveys and Assessments**

Periodically throughout the school year, PK-6 students and teachers students & teachers will be taking several short surveys (mySAEBRS, PBIS School Climate). The data will be gathered and reviewed by teachers, school counselors and leadership teams to best understand and support academic, social and emotional needs of each student through classroom, group, and individual interventions. We are required to attain guardian permission to offer these surveys for each student which is a part of student registration in the fall. Please understand that all survey information is confidential and will not be shared outside of our school teams without your consent. All employees of CCSD are required to follow the standards of FERPA.

mySAEBRS (The Social Academic Emotional Behavior Risk Screener) is a self-assessment to assess a child's own social, academic, and emotional behavior. mySAEBRS is administered by the school counselor for grades 2-6 and will be used to collect data and improve the well-being of students' social and emotional health through student check-ins and small group skill building. Here is a link to: [mySAEBRS information](#)

The PBIS School Climate Survey helps teams gain insight into how school personnel, students, and their families feel when they walk into your building. We use the responses as a starting point to create the kind of place where everyone wants to be. We also use this survey to identify students in need of connection and support. [PBIS information](#)

In the event of a safety concern, staff may initiate a safety assessment to ensure well-being of your child and/or all students.

## **Tardies and Early Release**

Parent(s) and/or Guardians, please ensure that students are at school on time, and limit early release days to absolutely necessary appointments.

## **Vandalism / Care of School Property**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

## **Weapons**

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes may be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon,

a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

## 504 Plans

### Parent Notice Section 504 Of The Rehabilitation Act Of 1973:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Clarinda School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Clarinda School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- inspect and review his/her child's educational records
- make copies of these records
- receive a list of the individuals having access to those records
- ask for an explanation of any item in the records
- ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
- a hearing on the issue if the school refuses to make the amendment.

Feel free to contact Lance Ridgely 504 Coordinator, Clarinda CSD, 712-542-5165 if you have questions.

### Compliance Plan For Section 504 Of The Rehabilitation Act Of 1973

The Compliance Plan serves students, parents, employees, applicants for employment, patrons, and programs within the Clarinda Community School District, hereinafter referred to as "Clarinda Schools."

1. Clarinda Schools assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Lance Ridgely.
3. Parents are provided procedural safeguards, which are included in the "Notice of Parent/Student Rights In a Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
4. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of nondiscrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
  - a. Public service announcement in local newspapers;
  - b. Announcement in local school systems; and,
  - c. Posted notice in each public school building.
  - d. Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.
6. Clarinda Schools have established the following local grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].)

- a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such Grievance.
  - b. Such claims must be made in writing and filed with the following individual: Director of Special Programs, 423 East Nodaway, Clarinda, Iowa 51632.c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - c. The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - d. The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
  - e. The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
  - f. The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - g. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - h. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Clarinda Schools will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts. 8. Clarinda Schools will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under (your state's) Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

## **Policy On The Treatment Of Individuals With Disabilities**

### **As Per Section 504 Of The Rehabilitation Act Of 1973 And The Americans With Disabilities Act (ADA)**

It is the policy of the Clarinda School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Clarinda School District, 1423 East Nodaway, Clarinda, Iowa, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **Americans With Disabilities Act Recruitment, Advertisement, Application, And Employment Notice Of Nondiscrimination**

The Clarinda Community School District is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our faculties, programs, activities, and employment.

It is unlawful for Clarinda Community School District to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- A. recruitment, advertising, job application, and employment procedures;
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- C. rates of pay or any other form of compensation and changes in compensation;
- D. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- E. leaves of absence, sick leave, or any other leave;
- F. fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- G. selection and financial support for training, including: apprenticeships, professional meetings, conferences, and

- other related activities, and selection for leaves of absence to pursue training;
- H. activities sponsored by a covered entity including social and recreational programs;
- I. any other term, condition, or privilege of employment.

The Clarinda Community School District will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, and avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

The Clarinda Community School District is committed to meeting the intent and spirit of the ADA. All employees are urged in helping the Clarinda Community School District to meet this goal.

If you believe that the Clarinda Community School District has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Section 504/ADA Coordinator, 712/542-5165, 423 East Nodaway, Clarinda, Iowa 51632.

References 29 C.F.R. Sec. 1630.4, 56 Fed. Reg. 35736-35737, 26 July 1991. 42 U.S.C. 12112 (Sec. 102[b]).

We look forward to a great school year. If you have any questions or concerns, please contact Lesley Ehlers, PK-6 Principal, [lehlery@clarindacs.org](mailto:lehlery@clarindacs.org).

I, \_\_\_\_\_, have read and understand the CCSD PK-6 Handbook. Date: \_\_\_\_\_

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## **What to Expect**

We have two online programs, the first, OpenEd, for non-district resident students, and the second, Cardinals Online, for resident district students. For the Cardinals' online program, students complete online courses within the semester school calendar. Online courses are coordinated by CCSD staff using Iowa Teaching Standards and CCSD curriculum. Online courses are offered through Edgenuity (no prior experience with Edgenuity is needed) for students in grades K-6. These classes combine rigorous content with direct-instruction videos from expert, on-screen teachers with interactive learning tools and resources to engage and motivate students.

### *Tutorials and Videos:*

Student Tutorial on Edgenuity: [https://www.youtube.com/watch?v=G\\_HPDRbV8oU](https://www.youtube.com/watch?v=G_HPDRbV8oU)

Parent/Guardian Tutorial on Edgenuity: <https://www.youtube.com/watch?v=HbwnaGqCBqU>

Frequently asked questions (FAQs) of support for students and teachers:

[https://www.edgenuity.com/student-help/#Student\\_Orientation\\_Video-Course\\_Map](https://www.edgenuity.com/student-help/#Student_Orientation_Video-Course_Map)

Click on Video tutorials below for more information:

- Student Orientation Video- Course Map (1:37)
- Student Orientation Video- Overall Grade (0:51)
- Student Orientation Video- Actual Grade (1:04)
- Student Orientation Video- Relative Grade (2:25)
- Note Taking and Academic Success (2:44)
- Taking Notes from a Textbook or Video Materials (3:19)
- Taking Notes from Audio or Online Materials (2:45)
- Taking Notes for Math and English Courses (2:59)
- Taking Notes for Science and Social Studies Courses (2:32)
- Tools for Taking Notes (3:32)
- Note-Taking in the Digital World (6:53)

Cardinal Online students will receive a district device while enrolled in the program. At a minimum, the student is expected to keep up with the built-in pacing guide that will lead them to completion of the course by the end of the semester. They are allowed to work at a faster pace if they find success in doing so.

### *Partnering with Parents/Guardians*

- Communication: Parents/guardians are welcome to communicate regularly with teachers and the coordinator.
- Support: Provide students support as a learning guide, provide a comfortable learning environment at home and monitor student progress through Edgenuity reports.
- Monitor: In Edgenuity each student has a Parent/Guardian Contact Information section. This provides anyone in this field with an email address, a progress report sent to that address on a specific basis (i.e. daily, weekly, monthly). Please email your student's coordinator to set up this option. Please provide the best email and desired frequency in your communication.

- In addition, there is a 'Family Portal' that does require set up and login information in order to obtain more detailed information about the progress of a student. Parents must email the student's coordinator to have this set up.

## **Online Coordinator Office Hours:**

Office hours are available to work with students either individually or in small groups by the online coordinator. Office hours are also available via Google Meet. Students/Caregivers are welcome to either drop in to meet with their coordinator or schedule a time. The coordinator will be available M-F from 1-3 PM for additional help with students who would like extra help.

## **K-6 Clarinda Online Enrollment Information**

Families will receive communication for online enrollment for the school year during registration. The deadline to enroll for online courses will be 3 school days after the beginning of the 1st semester or 3 school days after the beginning of 2nd semester. School Administration may approve individual requests that may be deemed as unique circumstances.

Enrollment will be processed as they come in and will be filled on a first-come, first-served basis and will only be approved, if space is available up through these deadlines.

After submitting your information, you will receive notification from the Clarinda Online Coordinator confirming your enrollment status.

If you would like more information about enrolling in the Cardinal Online program, email or call Darla Olinger, [dolinger@clarindacsd.org](mailto:dolinger@clarindacsd.org).

If a student has a current IEP or 504, please contact the Online Coordinator or Director of Student Services for additional information and assistance.

## **Applying to Online School with an Individualized Education Program (IEP)**

Students with an IEP may apply to the Cardinal Online program and will be considered for enrollment. Once the application is received the following steps will be taken:

- 1. Review of Current IEP**
  - a. Initial Review: Upon application, the Director of Student Services will review the student's current Individualized Education Program (IEP) to assess the suitability of the online school environment for meeting the student's educational needs.
  - b. When necessary the Director of Student Services may arrange a meeting with the student's previous school personnel to discuss the appropriateness of an online placement.
- 2. IEP Meeting**
  - a. An IEP meeting will be scheduled involving the student, parents/guardians, the IEP team, and the Director of Student Services.
- 3. Discussion Points**
  - a. SDI Offerings: Discuss and determine the appropriate Specially Designed Instruction (SDI) that can be offered online or if certain SDI needs to be conducted in person.
  - b. Goal Evaluation: Evaluate if all current IEP goals are necessary and appropriate for the online setting.

- c. Attendance Expectations: Establish clear attendance expectations for both online and in-person SDI sessions.
4. **Attendance Monitoring and Follow-Up**
    - a. Attendance Tracking: The student's attendance in SDI sessions will be monitored regularly.
    - b. Missed Sessions Protocol 1. If a student misses 5 SDI sessions, an additional IEP meeting will be convened to assess and determine any necessary changes or interventions to support the student's success in the online school setting
  5. **Additional Considerations**
    - a. Accessibility and Technology Needs: Ensure that the student has access to necessary technology and resources to participate effectively in online SDI sessions.
    - b. Support Services: Discuss any additional support services that may be required, such as tutoring, counseling, or assistive technology, to facilitate the student's transition to online learning.
  6. **Ongoing Evaluation and Support**
    - a. Regular Check Ins: Schedule regular check-ins between the student, parents/guardians, and the IEP team to review progress and address any emerging challenges.
    - b. Flexible Adjustments: Be prepared to make flexible adjustments to the IEP as needed based on the student's performance and feedback from the IEP team.

By following these steps, the online school ensures that students with IEPs receive the support and accommodations necessary for their educational success in a virtual learning environment.

### **Cardinal Online Program Expectations:**

1. Students are expected to log in everyday and show progress towards their courses as part of their student attendance. Failure to do this may result in an unexcused absence and disciplinary actions may be taken according to the student handbook.
2. Students will be responsible for working through each unit until the course completion percentage is 100% AND the relative grade is 60% or above.
3. The CCSO grading scale will be used.
4. Students will be assigned various lectures to listen to, projects, and assessments throughout the course. Rubrics may be provided within the program to guide their work.
5. The Cardinal Online Coordinator's role is to monitor student progress throughout the semester, correspond in regard to progress, when necessary, with students and parents/caregivers, and approve the final grade.
6. If students can't move forward with an assessment passing threshold of 60% or above, the student will be required to take notes over the lessons before gaining access to assessments. The online coordinator will determine this.
7. Students may have to contact the online coordinator to have each quiz and test opened.
8. At a minimum, the student is expected to keep up with the built-in pacing guide that will lead them to completion of the course by the end of the semester. They are allowed to work at a faster pace if they find success in doing so.
9. Online students will be required to stay and participate in their online courses during their current semester. Students will not be allowed to "transfer" into face to face traditional school until after the conclusion of their online semester.
10. The Online Coordinator may require any Cardinal Online student to meet with the online coordinator face to face or via Google Meet at any point during each semester. This may also require the parent/caregiver to meet with the student and online coordinator as well.

### **Online Classroom Conduct Expected by All Clarinda Students**

In addition to following online classroom expectations, you are expected:

- To be prepared for class.
- To be respectful to all.
- To show Cardinal Pride.

The Cardinal online program may work great for some students and not so well for others. In conjunction with the Elementary Administration, the online coordinator will monitor student progress to determine if the self-motivation needed for success in this style of learning is compatible with the student's individual skillset.

Click on: [Clarinda Cardinal Online Readiness Rubric](#)

Each online student will be assessed and evaluated based on their academic performance, progress, and daily attendance with the Cardinal Online Program each semester by the Elementary Administration and the Online Coordinator to determine if the student is eligible to continue online or may need to attend face to face traditional programming at the Elementary School.

If students fail multiple courses at the end of the semester, through the determination of the Elementary Administration and Online Coordinator, a student may be removed from the online program and placed in face-to-face instruction for the following semester.

Students will be expected to follow all CCSD policies and may be disciplined according to these policies as deemed by the Elementary Administration for any infractions as an enrolled student at CCSD.

## **How to Read the Edgenuity Student Progress Report:**

**Green:** the student is ahead of schedule in the course

**Blue:** the student is on track with the course

**Red:** the student is falling behind in the course

**Orange/Peach:** what the target completion should be at that time

**Complete:** The percentage complete is noted to the right of the Complete prompt. The top bar shows how far along the student is in the course; this will be color-coded as previously noted. The orange/peach colored bar below it shows how complete the student should be in the course.

**Overall Grade:** Essentially, the overall grade is the grade the student has acquired thus far in the course based on all activities and assessments they've completed, keeping in mind the grade weighting for each type of activity/assessment.

**Complete Count:** The percent of the course completed calculated by the number of assignments completed versus the total number of assignments in the course. **Start Date:** The date the student began the course.

**Target Date:** The date by which the student should finish the course.

**Relative Grade:** Assumes that the student will receive a score of zero for any incomplete activities/assessments. The percentage earned in Relative Grade will be recorded as the final grade in JMC.

**Actual Grade:** Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed.

**Target Completion:** This is the percentage of the course the student should have completed based on the start and target dates.

## Online Learning Tips:

### Routine:

- Create a school workspace: Keep paper, pens, and pencils nearby.
- Minimize distractions: Turn off or distance yourself from media (TV, video games, social media, cell phone, etc.)
- Manage your time wisely: Write out a schedule; check out your daily goal! Stay on top of your assignments.
- Utilize breaks
- Set an alarm to start your day with enough time to eat breakfast and prepare for online learning.

### Goal Setting:

- Set a goal: Have a clear direction to be motivated.
  - What can you get done today? How much time should you spend on this?
  - What can you currently manage?
  - What is the most important? In what order should you do things?

### Engage:

- Be an active participant.
  - Get involved in discussions.
  - The more you interact, the more you learn.
- Continue to form relationships and engage with the teacher.
  - If extra opportunities to Google Meet are offered, take them up on it!

### Technology:

- Embrace technology – make sure you have access to a working internet connection.
- Wellness Check for your device
  - Restart your device at least once a week.
  - Remember to charge your device overnight.

### Self-Advocate:

- Find and use the resources your teacher provides
- Ask for help when you need it.
  - Seek and use feedback.
  - Be proactive.
    - Pause and ask yourself how you can solve the problem.
    - Recognize when you need help.
  - Know the best ways and times to ask for help.
  - Your teacher can help with this

### Communicate:

- Communicate frequently.
  - Be comfortable with communicating with your teacher over email, Google Meet, or the phone. Know the best ways to communicate with your teachers.
    - When?
    - How?
  - Check your communication tools daily.
  - School Email
  - Edgenuity

# **Clarinda Online School Parent/Caregiver Agreement 2025-2026 School Year**

Student Name:

Grade Level (K-6):

School Year: 2025-2026

The Clarinda Online Program offers students in grades K-6 the opportunity to participate in an online learning environment tailored to support academic success, flexibility, and individual needs. To ensure clear communication, expectations, and responsibilities, this agreement outlines the roles and requirements of parents/caregivers, students, and the school.

## **Parent/Caregiver Agreement:**

By signing this agreement, I, as the parent/caregiver of the student named above, agree to:

- 1. Support Attendance Requirements: Ensure my child participates in all required online coursework and activities as outlined. Monitor my child's attendance and engagement in the learning platform daily.**
- 2. Ensure Academic Accountability: Provide a quiet and distraction-free learning environment at home. Encourage my child to complete assignments on time and with integrity. Review my child's academic progress and communicate any concerns with teachers or school staff.**
- 3. Communication with Clarinda Online School Staff: Maintain open and timely communication with the Online Coordinator via email, phone, or virtual meetings. Notify School Online Coordinator of any changes that may impact my child's ability to participate (e.g., illness, technology issues, or family emergencies).**
- 4. Technology and Resource Requirements: Ensure my child has reliable internet access and the necessary technology (e.g., laptop/iPAD/Chromebook, headphones). School iPad will be provided. Report technical difficulties to the Online Coordinator promptly to seek assistance.**
- 5. Compliance with School Policies: Ensure my child adheres to all Clarinda Community School District policies, including the Student Code of Conduct and acceptable technology use guidelines. Support my child in understanding the importance of academic honesty and appropriate online behavior.**

## **Student Agreement**

As a student of Clarinda Online School, I agree to:

- 1. Log in daily to complete assigned coursework, participate in discussions, and engage with the Online Coordinator.**
- 2. Complete all assignments on time and with honesty.**
- 3. Follow all online behavior expectations and academic integrity policies.**
- 4. Communicate promptly with teachers regarding questions, challenges, or feedback.**
- 5. Seek assistance when needed to ensure my success.**

## **Clarinda Online School Responsibilities**

The Clarinda Online School agrees to:

- 1. Provide high-quality online instruction that aligns with district and state standards.**
- 2. Monitor student attendance, academic progress, and participation.**

3. Offer timely feedback and assistance to students and families.
4. Provide access to teachers, counselors, and support staff during designated hours.
5. Communicate regularly with parents/caregivers and students regarding academic performance and other relevant updates.

**Agreement Confirmation**

**By signing below, I confirm that I have read, understand, and agree to the above expectations and responsibilities for participation in Clarinda Online Program for the 2025-2026 school year.**

**Parent/Caregiver Name (Printed):** \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_