

# SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT

## Learn. Lead. Live.

Success for college, career, and civic life.

Engage all students in learning a challenging curriculum delivered through quality instruction.

### Core Values

Students first	Integrity
High expectations	Stewardship
Collaboration	Adaptability

### Respect

### Priorities

High Academic Achievement  
Fiscal Integrity  
Effective and Engaging Communication

## DISTRICT RESPECT CODE

At Southeast Polk Community Schools...  
We respect ourselves, others, property, and class time.  
We strive to be and do our best.  
We treat others the way we want to be treated.  
We respect the property of the school and others.

## BOARD OF EDUCATION

Meetings of the board are held on the first and third Thursdays of the month, starting at 5:30 p.m. Meeting locations, agendas and minutes are posted on the district website, [www.southeastpolk.org](http://www.southeastpolk.org).

## DISTRICT OFFICE ADMINISTRATORS

Dr. Dirk Halupnik, Superintendent	957-3406
Joseph M. Horton, Associate Superintendent	957-3403
Jo Ellen Latham, Dir. of Curr. & Instruction	957-3407
Kevin Baccam, Exec. Dir. of Business Services	957-3413
Dr. Margi Belger, Exec. Dir. of HR	957-3402

## ADMINISTRATIVE SUPPORT - DIRECTORS

Dan Schultz, Dir. of Transportation	967-3793
Amy A'Hearn, Dir. of Food & Nutrition	957-3431
Gary Haines, Dir. of Buildings and Grounds	957-3434
Jason Kurth, Dir. of Technology	957-3446
Charlie Taylor, Dir. of Special Education	957-3428

## BUILDING DIRECTORY

<b>Altoona Elementary</b>	301 6th Street SW, Altoona 50009
Morgan Miller	967-3771 Fax: 967-2079
<b>Centennial Elementary</b>	910 7th Ave. SE, Altoona 50009
Lori Waddell	967-2109 Fax: 967-7076
<b>Clay Elementary</b>	3200 First Ave. S., Altoona 50009
Lea Morris	967-4198 Fax: 967-2018
<b>Delaware Elementary</b>	4401 E 46th Street, Des Moines 50317
Chelsea Clark	262-3197 Fax: 264-8239
<b>Four Mile Elementary</b>	670 SE 68th Street, PH 50327
Tamera Steenhoek	265-1972 Fax: 262-1933

<b>Mitchellville Elem.</b>	308 Elm Ave. NW, Mitchellville 50169
Blake Kielman	967-4274 Fax: 967-4934
<b>Runnells Elementary</b>	6575 SE 116th, Runnells 50237
Michael Nicodemus	966-2068 Fax: 966-2396
<b>Willowbrook Elem.</b>	300 17th Ave. SW, Altoona 50009
George Panosh	967-7512 Fax: 967-1620
<b>Spring Creek</b>	8031 NE University Ave., PH 50327
Nathan Ballagh	967-5533 Fax: 967-5572
<b>SEP Junior High</b>	8325 NE University Ave., PH 50327
Michael Dailey	967-5509 Fax: 967-1676
<b>SEP High School</b>	7945 NE University Ave., PH 50327
Steve Pettit	967-6631 Fax: 967-5117
<b>Activities Office</b>	7945 NE University Ave., PH 50327
Jayson Campbell	967-2944 Fax: 957-3498

## DISTRICT COMMUNICATIONS

The district and its schools communicate in various ways to students, parents and the community. Most communications are distributed electronically and require a current e-mail address.

**Digital Backpack**– The digital backpack allows the district to distribute school and community information electronically to parents, staff, and students. The backpack can be found at [southeastpolk.org](http://southeastpolk.org) and is updated daily.

**Campus Messenger** – e-mail, text, and phone tool used with Infinite Campus to share information with parents and students. Parents can set their contact preferences.

**Activity calendar** - access from the district's homepage. Includes all athletic and district activities. Viewers can register for alerts.

Follow us on social media by adding **SEPSchools** on (Twitter, Facebook, Instagram, & Snapchat)



Follow us on  
**Instagram**



## SCHOOL POLICIES AND PROCEDURES

The district's complete listing of policies can be found on the website at [www.southeastpolk.org](http://www.southeastpolk.org). In addition, required annual notifications can also be found on the district's website.

## ATTITUDE, BEHAVIOR AND DISCIPLINE

Learning is directly dependent upon children's attitudes toward the task of learning. Children excited about learning and focused on getting along with others will do their best in school.

All eight Southeast Polk Elementary Schools are participating in Positive Behavior Interventions & Supports - PBIS, to help guide students to success by creating a positive, safe, and nurturing learning environment. At Southeast Polk all elementary schools follow the Rams way:

**Respect**  
**Always Responsible**  
**Manners/Motivated Learners**  
**Safety**

### **WHAT IS PBIS?**

PBIS is a systematic approach for achieving social and academic goals while preventing problem behaviors with ALL students.

### **PURPOSE OF PBIS**

The purpose of implementing a PBIS System is to establish and maintain a safe and effective school environment that maximizes the academic achievement and social-emotional-behavioral competence of all students.

### **COMPONENTS OF PBIS**

Common approach to discipline

Positively stated school-wide expectations for all students and staff

Consistent use of an acknowledge system and consequence system

Procedures for monitoring and evaluating the effectiveness of the PBIS System on a regular and frequent basis

Led by a leadership team at each school and implemented by all staff

Behavioral expectations are taught to students

### **WHY TEACH EXPECTATIONS?**

If a child doesn't know how to read - we teach them.

If a child doesn't know how to swim - we teach them.

If a child doesn't know how to multiply - we teach them.

If a child doesn't know how to behave - we teach them.

### **GUIDING PRINCIPLES OF PBIS**

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Academic achievement and appropriate behavioral skills are the results of school, staff, and families working together to provide a continuum of support for all students. A continuum of academic and behavioral support includes:

School-wide instruction for all students (Core Instruction)

Instructional interventions for students who are at risk for academic or social and behavioral problems (Supplemental Instruction)

Individualized instruction for students with intense or chronic academic or behavioral problems (Intensive Instruction)

### **DATA SYSTEM**

Data is collected to determine the effectiveness of PBIS. The data is also used to determine the required changes to make the program more effective for all students. The team will use the data to identify students who may need more instructional or individualized support in order to be successful.

### **BULLYING HARASSMENT**

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All eight elementary buildings implement the Olweus Bullying Prevention Program.

The elementary anti-bullying rules include:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

If we know that someone is being bullied, we will tell and adult at school and home.

Bullying and harassment (including sexual harassment) and abuse are serious violations of school and district policies, rules, and regulations. Such behavior will not be tolerated. Harassment includes, but is not limited to:

Verbal, physical, or written harassment or abuse;

Repeated remarks of a demeaning nature regarding religion, race, national origin, gender, age, appearance or disability;

Engaging in demeaning jokes, stories or activities;

Unwelcome visual, verbal or physical behavior of a sexual nature that interferes with a person's education.

Students/families who feel they have encountered a situation involving harassment should immediately communicate their concerns to a teacher, counselor, or principal. Other family resources available are:

DHS Child Abuse Hotline at 1-800-362-2178

Mercy Student Assistance Program at 271-6150

Polk County Victim Services at 286-3600

### **SUSPENSION/EXPULSION**

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A student who violates the rules of the school, or whose conduct is such as to disrupt the educational process for that student or others, will be subject to suspension and/or expulsion from school. In such a case, the principal may suspend a student and establish the procedure by which the student may be readmitted. (Violators are given due notice that suspension will result from continued misbehavior.)

In more severe cases, the principal may recommend the student be expelled. The Board of Education will act on the recommendations of the administrator and provide the student and his/her representative with the opportunity to present evidence as to why expulsion should not take place.

### **STUDENT INFORMATION**

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When there is a change in address, parents MUST contact the school office to update that information. Updates to phone numbers and email addresses can be made by the parent in the Campus Portal. It is important to maintain current contact information should an emergency occur.

## **ATTENDANCE**

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Iowa law requires that all children attend school regularly. Every day at school is important. Just as it is important for parents to work at their job each day, work at school each day is also important. Building principals will notify families by letter when absences have gone beyond seven (Level 1), 10 (Level 2), and 15 (Level 3) days in a school year.

## **ATTENDANCE AREA**

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Students will be assigned to buildings and classrooms by administration staff. It is possible that students may not attend the school closest to their residence. Adjustments may be made to ensure appropriate class sizes.

## **ABSENCE**

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Being absent from school is sometimes necessary. Students should not attend school if they are ill, for example, because others may be exposed to that illness.

When students are absent, parents should call the school by 9:00 A.M. that day, explaining the absence. Students are marked as excused or unexcused absent.

## **EXCUSED ABSENCES**

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Absences from school will be considered excused for the following reasons:

Personal illness;

Death or serious illness in the immediate family or household;

Medical or dental appointments which cannot be made other than during school time; Please bring a note from the doctor or dentist to excuse the absence.

Reasons for absence from school which can be justified from an educational standpoint may be approved by the principal of the attendance center. Permission for such absences should be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused.

## **UNEXCUSED ABSENCES**

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Absences from school for the following reasons, unless prior arrangements have been made with the principal's office, will generally be treated as unexcused absences:

- Vacations/Out of town;
- Oversleeping or missing the bus.

## **SCHOOL WORK MISSED DUE TO ABSENCES**

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Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes

were missed. Students shall receive full credit for schoolwork made up due to absence.

## **PARENTS AS ALLIES**

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Parents play an important role in developing a child's attitude toward attending school.

Show that you have a positive attitude toward school attendance.

Allow your child plenty of time in the mornings to get ready for school.

Make every effort to schedule doctor, dentist and other appointments before and after school hours.

Plan family vacations in accordance with the school calendar as much as possible.

If you know in advance that your child must be absent, notify the teacher and make sure that your child understands his/her responsibility for making up missed work.

Talk to your child about responsibility and the need to develop good work habits and positive attitudes.

## **TARDINESS**

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When tardiness cannot be avoided, it is much better to be tardy than to be absent for the whole day. Parents should bring a student to school if s/he misses the bus.

## **TARDY/ABSENCE TIMES (MAY VARY BY SCHOOL)**

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8:45 – Tardy bell rings. Attendance is taken.

Arrival between 8:45 and 9:30 a.m. – student is tardy.

Arrival after 9:30 a.m. – student is considered absent 1/2 day.

Leave school more than 30 minutes prior to dismissal of school – student is considered absent 1/2 day.

## **WEDNESDAY EARLY DISMISSAL**

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All elementary students will be dismissed early each Wednesday to give the school staff opportunities to work on curriculum, attend meetings, or make preparations for conferences.

## **LEAVING SCHOOL EARLY**

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Students who need to leave school must be excused from the office. Parents who wish to have a child excused during the day should call first to make arrangements, and then stop by the office to sign out your child. If a child is to leave school with someone other than parents, a note or call is necessary. All dismissals will be made from the office.

## **FIRE, TORNADO AND INTRUDER DRILLS**

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Fire drills and tornado drills are each practiced four times a year. Each school will also practice intruder drills twice a year.

## **SCHOOL VISITORS**

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For the safety and security of our students, visitors to the building must check in and obtain a visitor pass. A photo ID may be required.

If you are meeting with staff, please make an appointment. School days are tightly scheduled for responding to student needs and staff collaboration. To make the best use of your time and ensure that the staff person you need to see will be available, please take a few minutes to call or email to schedule a time to meet. By doing so, you can be sure that the staff member will be available to speak with you and they will have the necessary information to respond to your questions. Parents are always welcome to visit our school. We ask that parents not bring younger brothers or sisters to visit, as they distract the class from a normal routine. Students from other schools may not visit and spend the day at school.

## **WEATHER AND EMERGENCIES**

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In event of any emergency such as storms, bad roads, power or heating failure, water system failure, or other emergency, parents are reminded to maintain current contact information in Infinite Campus. In an emergency, parents will be contacted via email, phone, and/or text. Information will also be posted on the website.

When school is cancelled, delayed or dismissed early, parents will be notified via email, phone, and text notifications made through Infinite Campus.

School cancellation, delay, and early dismissal information will also be broadcast, on local radio and TV stations.

If a delay occurs, information will be posted and distributed in the same manner.

If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.

In the event of an emergency, parents are requested not to call the school, but monitor the website, email, and text messages.

## **TRANSFERS OUT OF DISTRICT**

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When a student moves out of the district, we ask that parents give advance notice so that student records can be prepared. Parents have the right to review the child's records prior to the records being sent to the receiving school.

All books and technology must be checked in and all charges must be paid before leaving the district.

## **PROGRESS REPORTS**

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Student progress is formally reported to parents at the end of each 12-week trimester. However, reports to parents regarding their children's progress may be made any time at the discretion of the teacher or building administrator, or at the request of parents. A committee of teachers, administrators and parents has designed the standards-based reporting system which indicates student progress toward district grade level outcomes.

In addition to assessments/scoring on grade level curriculum outcomes, students are assessed by a four-point scale on a set of grade-appropriate learner behaviors which impact academic success.

## **PROMOTION - RETENTION**

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Pupils will be promoted upon recommendation of their teachers and the approval of the principal. If it appears that a student would benefit from repeating the same grade another year, a conference will be held including parents and staff to discuss options and alternatives. If agreement cannot be reached among parents, teacher and principal, final placement of any pupil lies with the school district as described in district policy.

## **CONFERENCES**

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Parent-teacher conferences are held two times a year. Conferences offer an opportunity to exchange information on the child's interests, progress, and total development. Parents may be asked to complete a parent survey after conferencing. Parents should feel free to arrange additional conferences if desired.

## **MULTIPLE-FAMILY HOUSEHOLDS**

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Students impacted by a multiple-household family situation must be handled effectively and legally. Knowledge of custodial arrangements is important for school personnel. A copy of the parenting section of the court document should be provided and kept in the child's cumulative folder. All parents are encouraged to be involved in their child's education, including attending conferences and other school-related functions.

Parents receive a variety of newsletters, announcements of special events, and report cards. Non-custodial parents are encouraged to register their contact preferences in the Campus Portal to receive email, phone and text notifications. Contact your school office to have an account created.

## **SCHOOL NUTRITION PROGRAM**

Southeast Polk operates a National School Lunch and Breakfast program under the direction of the United States Department of Agriculture (USDA) for all students and staff. School meals are designed to supply the proper nutritional levels and calories based on the age of the student.

At lunch, there is always a protein source, whole grains, fruits, vegetables, and milk. At breakfast, milk, juice, fruit, and whole grains are always offered. Menus are available from the district website under Quick Links at the top of the

page. Students and parents can download a free app called School Lunch by Nutrislice to receive menus and nutrition information on their smartphone or tablet.

There are 2 avenues to make payments- online or check/cash. Online payments can be made from the district website under Quick Links called RamMall. Click the icon for Food Payments. Follow the prompts to complete the online payment. Checks and cash may be delivered to the school offices for deposit.

### **MEAL ACCOUNT BALANCE REMINDERS**

Parents/guardians are able to set meal balance reminders in 2 locations. SchoolCafe as well as through RamMall. Each individual may decide at what balance amount they would like notified via email. The Food & Nutrition Services Department sends emails when students with Paid eligibility accounts reach \$10.00 or below, Reduced \$3.00 or below and Free \$0.00 or below.

### **MEAL CHARGE POLICY**

Per School Board Policy 711-04, all students will be served a lunch no matter the balance in their account. When the meal account balance reaches \$0.00 or less, students are not allowed to charge extra items or a la carte. Students who qualify for free meals will never be denied a breakfast or lunch but must have sufficient funds in their account to purchase extra items and a la carte.

A student may not borrow another student's ID card for purchase of breakfast or lunch, nor may a student buy a lunch for another student.

Families are encouraged to complete the Meal Eligibility Application through our online app SchoolCafe or by logging into SchoolCafe.com. Paper copies are available at every school office upon request.

### **2021-2022 MEAL PRICES**

Elementary Breakfast	\$ 1.70
Elementary Lunch	\$ 2.80
Spring Creek Breakfast	\$ 1.80
Spring Creek Lunch	\$ 2.85
Junior High Breakfast	\$ 1.80
Junior High Lunch	\$ 2.85
High School Breakfast	\$ 1.85
High School Lunch	\$ 2.95
Adult Breakfast	\$ 2.30
Adult Lunch	\$ 3.85
Milk	\$ 0.50
Breakfast (Reduced)	\$ 0.30
Lunch (Reduced)	\$ 0.40

### **FREE OR REDUCED MEAL PROGRAM**

To become eligible for free or reduced price meals, families must annually complete the Iowa Eligibility Application (one per family). These applications are available each year after July 1 online at the food service page of the district website and paper copies are available at every school office. Applications will be processed as quickly as possible. Families will be notified of the outcome by a letter or email.

If families are receiving food assistance, their children may be directly certified for free meals and will be notified via letter or email. In which case, they do not need to fill out an

### **PAYMENT PROCESS**

application. Free and reduced eligibility is strictly confidential.

### **LUNCH OPTIONS**

Families may elect to send lunch from home for their children. Please think of food safety and realize lunches may be at room temperature for more than four hours. Also, appropriate nutrition is essential for students who bring cold lunch as children need a good source of protein, fruits, vegetables and whole grains. Milk can be purchased at school for \$0.50. Carbonated beverages /soft drinks are not allowed at any time. Parents may not bring fast food lunches to school. For any questions or concerns about the school nutrition program, please contact the Food & Nutrition Services Department at 515-957-3432 or email at [school.nutrition@southeastpolk.org](mailto:school.nutrition@southeastpolk.org).

### **DIET MODIFICATION REQUESTS**

If your student has a special dietary need, download the Diet Modification Request Form from the district website. Form 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 this form is properly completed and approved by the Food Service Director.

### **USDA NONDISCRIMINATION STATEMENT**

All FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to

USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632- 9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: 202-690-7442; or

email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **IOWA NONDISCRIMINATION STATEMENT**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

## **CURRICULUM AND INSTRUCTION**

Southeast Polk Schools provides instruction in all areas of the school curriculum, through planned coordination and periodic review, which is consistent in content from school to school. Textbooks and other learning materials are reviewed on a regular cycle in order to update the courses of study and purchase new materials and equipment where needed. Each building provides its students with a school supply list. The district provides all textbooks.

The courses and general categories of skill areas and concepts taught and evaluated in our school are as follows:

### **LANGUAGE ARTS**

Major skills areas developed in grades K-5: The language arts include skills development in reading, writing, speaking, listening and viewing. This development encompasses all of the thinking and language skills in which an individual engages.

### **HANDWRITING & KEYBOARDING**

Manuscript forms of letters are taught and mastered in grades kindergarten through two. Cursive forms of handwriting are taught and mastered in grades three and four.

The district's keyboarding and handwriting policy can be found on our website at [Southeastpolk.org](http://Southeastpolk.org) | Departments | Teaching and Learning

### **SOCIAL STUDIES**

Students move through units from the study of self to families, neighborhood, community (including the Southeast Polk community) Iowa, regions, United States history and geography, and a study of world history and geography.

In addition, there are units that teach about leading substance-free lives, as well as about basic economics.

### **SCIENCE**

In each grade there are units of life, earth and physical science. This scope provides children a variety of content in all the domains of science. Environmental science, health, and energy strands are also woven into this scope and sequence. Students have many opportunities for "hands-on" activities and problem solving.

### **HEALTH AND SAFETY**

Units taught in Grades K-5 include:

Growth & Development

Disease Prevention & Control, including HIV/AIDS

Mental/Emotional Health

Safety and First Aid

Personal Health

Consumer Health

Family Life and Health

Drug Use and Abuse

Nutrition

Community Health Management

### **MATHEMATICS**

In elementary school, children learn the basic mathematical skills needed for daily life. Of primary importance is developing number sense in children from the very beginning. They learn to use mathematics for common tasks

-- making change, measuring quantities (food, lumber, fabric), planning schedules, and estimating. They also learn how to decide what approach to take in solving problems. Computation including math facts is a skill that is developed and practiced both at school and at home.

### **PHYSICAL EDUCATION**

Fitness and wellness are essential to each child for a healthy productive life. P.E. teachers seek to develop positive lifelong habits.

### **MUSIC AND ART**

Specialist teachers provide students with opportunities to enrich their lives through an understanding of music and art as well as the skills to participate in these areas.

### **CLASSWORK/ASSIGNMENT MAKEUP**

When students are absent from school, we appreciate the effort and willingness of parents to be sure that classwork missed during absence is made-up. To make arrangements for assignments, please call the school office early in the day so that the assignments and books can be gathered by

the end of the day.

Generally, assignments are not sent in advance, such as when a student will be on vacation for a period of time. On occasion, some teachers will work out a special activity which encourages and enhances learning, interest, and activities which could go on during this time away from school. Parents must inform teachers in advance when a student will be gone so there is time to prepare.

Students who are ill and at home should not feel that they must do their makeup work when they don't feel well. In all cases, they should wait until they feel better. Schoolwork missed because of an absence will be expected to be made up. Generally, a standard of one day for each day missed is allowed for makeup work.

Classroom teachers will inform students of all other classwork makeup guidelines as they differ from grade level to grade level.

## **HOMEWORK**

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Classroom assignments provide essential practice in developing skills. Students are given time in class to complete assignments. If they do not finish during that time, they are expected to complete it for the next day.

The district believes that homework is an important part of the educational process. The school feels home work can help to:

promote growth in self-responsibility and self-direction in learning.

direct students toward good work habits.

enrich and extend school research experiences.

bring pupils into contact with out-of-school learning resources.

help children learn to budget time.

## **COURTESY, CONSIDERATION AND COOPERATION ARE CONTAGIOUS**

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Courtesy is something that is never out of place. Students are encouraged to be friendly to everyone. "Hello," "Good morning," "Good-bye," "Please," "Thank you," "Excuse me," and "I'm sorry," are always pleasant to hear. Good sportsmanship and consideration for the other person's feelings are also important. Everyone practicing courtesy will make school a nicer place.

## **ADDRESSING SCHOOL STAFF**

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All school staff - the teachers, the secretary, the custodians, the cooks, the aides - should be addressed by students as Mrs., Mr., Miss, or Ms. before their name.

## **TRANSPORTATION**

### **BUS RIDING GUIDELINES**

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Riding a school bus is an important aspect of the school day

for many Southeast Polk students. Bus transportation is a privilege that can be terminated for students who cannot abide by the established school bus regulations. Information regarding behavior expectations and consequences can be found on the district's website - [www.southeastpolk.org](http://www.southeastpolk.org) | District | Board of Education | Policies - 712-02, 712-02R1, 712-02R2

## **BASIC RULES FOR BUS RIDERS**

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For the safety of all, bus riders are expected to adhere to the established behavior guidelines when riding the bus. When each bus rider behaves, then the driver will safely complete their responsibility. If inappropriate behavior occurs, the driver could be distracted and then all riders would be unsafe. The bus rules are all important and will be enforced. Please refer to Board Policy Regulation 712-02R1 Student Conduct On School Transportation Regulation.

Remember, the bus is an extension of the classroom.

Always follow the driver's instructions the first time.

Remain seated while on the bus.

When available, seat belt use is required for all students.

Keep noise to a minimum. Use "indoor voices" and do not yell.

The use of profanity, name-calling and disrespectful gestures is not permitted.

For your safety, keep all parts of your body inside the bus.

Do not eat or drink on the bus. This includes candy and gum.

Treat the school bus with respect. Put litter in the trash can. Any damage to the bus will be billed to the parent or guardian.

Do not fight, horseplay, push, or throw things on or around the bus.

Students may only ride the bus they are assigned to.

The bus driver reserves the right to confiscate any electronic device that causes a distraction or a disruption on the bus. The item will be returned at a later time.

Items that are deemed dangerous or distracting (including cell phones) will be given to the driver upon request and returned after route to the student or administrator.

## **BUS ROUTE PLANNING**

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Bus drivers operate on a timed schedule, although in some occasions they may deviate from this schedule because of road conditions or weather. Students need to be ready,

watching and waiting for the bus five minutes early. The bus will NOT wait for students. The bus stop is completed once the bus stops and opens the door, there is no wait time. To help buses stay on schedule, call the transportation office if a student will not be riding.

Students may only ride the bus to the stop they are assigned to. There are no bus passes which allow students to ride another bus or with friends.

Parents are reminded that they are responsible for the appropriate behavior of their children at the bus stop. Homeowners near a bus stop have a right to expect that their property will be free of damage.

### **BUS SURVEILLANCE**

In an effort to increase the safety of transporting students to and from school, the district employs a system of 'bus-cams' to record student behavior on buses. This may be done in a random manner, and parents and students are advised this may be employed on all buses throughout the school year. All video will be handled as any other student records, according to the Privacy Act and viewing of these video is limited to individuals having a legitimate educational purpose. A log will be kept of those individuals viewing the video.

### **FEE-BASED TRANSPORTATION PLAN**

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Fee-based transportation service is available to students who reside within the 2-mile distance from K-8 school buildings and within the 3-mile distance from the 9-12 school building. Students who reside within these limits and wish transportation services will be charged an annual fee of \$180.00 per student or two payments of \$90.00 per semester. No multiple transportation fees will be charged.

Students who are picked up or dropped off at more than one stop will be charged an annual fee.

Any student who lives less than 10 blocks from school and has access to sidewalks will not be provided service.

Multiple address, open enrolled, and parent-waivered students will be assessed a fee to ride the bus.

Any student who has signed up for busing and not paid the transportation fee will be turned over for collection of their payment.

If a student uses a daycare, the transportation fee may still be charged, if the residence meets the first requirement.

Further information may be obtained by calling the Director of Transportation, 967-3793.

### **CARE OF SCHOOL PROPERTY**

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Students and all others who use school property should care for school property such as books, desks, equipment, as if it were their own.

Any person found willfully breaking windows or damaging

property belonging to the school will be held responsible for the replacement of such property and all costs will be the obligation of the offender. Anyone observing such damage

should note names, license number of car, or any other information that could be useful, and report it to the local law enforcement authorities. School personnel should also be notified.

### **TECHNOLOGY USER AGREEMENT**

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The district encourages the responsible use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media, and telecommunications tools, such as access to Internet resources. These district-provided resources and tools are the property of the district and are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational vision, mission and core values, as well as state and federal laws and regulations.

Access to district networks and electronic information resources is a privilege and not a right, and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are directly or indirectly supervised by district staff. Students may be given access to Internet resources external to the district without specific parent/guardian permission.

### **CHROMEBOOK COMPUTER LOAN AGREEMENT**

One refurbished Chromebook laptop and charger is being loaned to the Student/Borrower and is in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is and remains the property of the Southeast Polk Community School District of Pleasant Hill, Iowa, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this technology. The equipment will be returned to the school when requested by the Southeast Polk Community School District, or sooner, if the Student/Borrower withdraws from the Southeast Polk Community School District prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes. Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no



attempts to change or allow others to change the privileges and capabilities of this user account.

## **PARENT RESPONSIBILITIES**

Your son/daughter has been issued a Chromebook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

I will supervise my son's/daughter's use of the Chromebook laptop while at home.

I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet.

I will not attempt to repair the Chromebook laptop.

I will ensure my child reports to the school any problems with their Chromebook in a timely manner.

I will make sure that my son/daughter recharges the Chromebook laptop battery nightly and have it ready for school.

I will make sure my son/daughter brings the Chromebook laptop to school every day.

I agree to make sure that the Chromebook laptop is returned to the school when requested and upon my son's/daughter's withdrawal from the SEP CSD.

## **STUDENT RESPONSIBILITIES**

Your Chromebook laptop is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities.

When using the Chromebook laptop at home, at school, and anywhere else I may take it, I will follow the policies of the Southeast Polk Community School District - especially the Student Code of Conduct - and abide by all local, state, and federal laws.

I will treat the Chromebook laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

My Chromebook laptop is my responsibility and will stay in my possession at all times.

I will not modify any software on the Chromebook laptop.

I will honor my family's values when using the

Chromebook laptop.

I will not release personal information to strangers when using the Chromebook laptop.

I will bring the Chromebook laptop to school every day.

I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.

I will recharge the Chromebook laptop battery nightly.

I will return the Chromebook laptop when requested and upon my withdrawal from the Southeast Polk Community School District.

## **USE OF SCHOOL FACILITIES**

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The facilities of the Southeast Polk Community School District are for the primary use of students for curricular and extracurricular activities. School facilities are available for the community when such use does not conflict with school activities or maintenance projects. The district will determine the appropriate charges for the use of facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required. If you would like to rent a school facility, go to the district's website or contact the Activities Office.

Individuals are welcome to use the playground facilities of the school after school hours, on weekends and during vacations. The only requirement for using this equipment is that children exhibit proper care of the equipment and observe sensible safety rules, asking any guests they may have to do the same. Playgrounds close at dusk.

## **STUDENT DRESS INFORMATION**

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Grooming, dress and behavior have a bearing on how others react to an individual. Dress and grooming should be clean and neat so as to bring out the best in a student. Clothing and hair styles which lead to disruption of the educational process, constitute a threat to the safety or health of self or others, or promote products which are illegal for use by minors, will not be permitted in school.

Hats, mittens, and boots should be worn during winter weather for outside recesses. Because neither snowboots nor socks alone are allowed to be worn in rooms, street shoes are needed for inside wear. Please mark all boots, gloves, caps, coats and gym shoes with your child's last name, so that lost items may be returned. Students are expected to remove hats, caps, and headgear while in the building. To ensure student safety, no shoes with wheels attached will be allowed.

## **WEAPONS**

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The district has a no-tolerance policy for weapons of any kind. Knives and guns of any type are weapons and are considered dangerous. They are NEVER to be brought to school under any circumstance.

Items that should never be brought to school also include water guns or any kind of water squirters, play guns, play

knives, or play swords. These items have the potential for being mistaken as true weapons and for causing disruption to the learning process.

Students bringing any of the above items will be sent to the principal's office, where the toy will be confiscated and parents contacted.

## **TOYS, MONEY AND VALUABLES**

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Toys, trading cards, playground equipment, etc., brought from home to school may become lost or damaged. Students must obtain permission from the teacher before bringing any items. Baseballs and other hard balls are potentially dangerous and must be left at home.

Valuable items brought to school sometimes disappear. For this reason, students should not bring more money than needed for lunch or supplies, and extra money should be given to the teacher for safe keeping. Any money brought to school should be put in an envelope with the student's name and the purpose for the money written on the envelope.

With permission of the building administrator, students are allowed to bring their own electronic devices to access the district's wireless network, including the Internet, for instructional purposes and in accordance with the Responsible Use Policy. This does not include electronic games and devices devised for entertainment that distract from the educational process. We ask that these items be left at home.

Lost or stolen items are not the responsibility of the school. Cell phones, if brought to school, must be turned off and left in the student's bag/backpack during school hours.

## **CHEWING GUM**

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Students may not bring gum to school.

## **PETS**

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Permission must be granted by the principal before any pet may be brought to school. Pets and other living creatures are not allowed on the bus, so other arrangements must be made for transportation. If approved, pets may be brought for a short sharing period and then returned home.

## **FIELD TRIPS**

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Notes describing field trips are sent home by the classroom teacher. Parental permission is requested during the online registration process.

## **PARTY AND GIFT GUIDELINES**

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Room parties are typically scheduled during the school year. Room parents may be asked to assist in making plans for the party games and refreshments. Again, treats must be individually-wrapped, store-bought items.

### **GIFT GUIDELINES**

The district discourages gift giving and students should never feel obliged to give gifts to their teachers. Some parents cooperate with others to purchase a book or a recess game for the classroom. Such gifts benefit all of the

students. Gifts are not exchanged by students.

### **STUDENT BIRTHDAYS**

Many children like to bring a birthday treat to school. While it isn't necessary to send anything, if you do, treats must be individually-wrapped, store-bought items. Please do not send gum as a treat. For children whose birthday occurs when school is not in session, a date may be set with the teacher if they wish to bring a birthday treat.

Schools will not accept flower and balloon deliveries for students.

Party invitations **may not** be distributed at school unless ALL children (or ALL boys or ALL girls) in the class receive one. School staff will not provide addresses or telephone numbers.

## **HEALTH POLICIES**

### **HEALTH PROCEDURES AND PROTOCOLS**

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Due to the COVID-19 global pandemic, health protocols for ill

students are as follows:

- Any student exhibiting one high risk, or two low risk symptoms, according to the Iowa Department of Public Health, must stay home from school or will be sent home from school.
- High Risk Symptoms:
  - New cough
  - Shortness of breath /difficulty breathing
  - New loss of taste or smell
- Low Risk Symptoms:
  - Fever equal to or greater than 100.4 degrees F. (we will always exclude for a fever whether or not accompanied by other symptoms)
  - Headache
  - Muscle/body aches
  - Fatigue
  - Sore throat
  - Runny nose
  - Congestion
  - Nausea
  - Vomiting
  - Diarrhea
- You will be asked to contact your child's provider for next steps.
- If the provider determines a COVID-19 test is needed, the child must stay home until the test results are known.
- If the test results come back positive, please let your school nurse know right away so the next steps may be taken.
- If an alternate diagnosis is provided (i.e. allergies, cold, strep throat, etc), the child may return to school after 24 hours of fever free without medications, 24 hours starting antibiotic treatment, 24 hours free of vomiting or diarrhea, or with provider note/approval.
- If you choose to not take your child to a

healthcare provider and a COVID-19 test was not administered, we may ask you to keep your child home for 10 days from the onset of symptoms and until all symptoms have resolved. Each situation is unique and will be determined on a case by case basis.

Health procedures and protocols will be updated as public health guidance evolves throughout the global pandemic.

## **IMMUNIZATIONS**

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Iowa law requires evidence of immunization before any student, preschool through 12<sup>th</sup> grade, can be enrolled in

the Southeast Polk Community School District. certificate documenting the required immunizations must be on file at school for each student. The certificate may be obtained from your doctor's office or from the school nurse. Students with immunizations partially completed will be issued a provisional certificate allowing an additional 60 days to complete the remaining immunizations.

Students transferring from another school system may be granted provisional enrollment, as well. If, at the end of the provisional enrollment period, the student has not submitted a Certificate of Immunization, the student may be excluded from the total school program. The student will be re- admitted when the school has received a validated Certificate of Immunization.

## TESTING AND PHYSICAL EXAMINATION

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Beginning with the 2021-2022 school year, hearing screening will be conducted by audiometrists from Heartland Area Education Agency annually for preschool through 2nd grade and 5th grade. Screening will also be available for individual students as part of the problem-solving process or evaluation process as needed and as requested by parents, local school staff and AEA staff. Students who do not pass the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. Please notify your school nurse prior to the screening dates if you do not want your child tested.

All incoming kindergarten and 3rd grade students are required to submit record of a completed vision screening to the school. Screenings should be conducted no earlier than one year before and no later than six months after the date of enrollment in both kindergarten and 3<sup>rd</sup> grade. Distance vision screenings are conducted by the school nurse in accordance with the law and as directed by the Iowa Department of Public Health. Students are not screened for up-close (reading) vision, and it is recommended that if there are vision concerns to have your child evaluated by a professional eye doctor. Parents and other school personnel may refer children not already scheduled for screening. Again, parents will be notified if a problem is identified. If your student needs a professional eye exam and you are unable to afford one, notify your school nurse for available resources.

The speech-language pathologist conducts communication adequacy screenings for students PK through 6th grade during the school year at a teacher or parent's request. Parents or guardians will be contacted if there are any concerns about a child's communication skills.

An authorized health care provider's examination is requested of all children entering preschool and kindergarten. This physical can be back-dated to one year prior to enrollment and can be on any health care provider physical form, or the form supplied by the district. In addition, any student entering 7th - 12th grades who will be participating in any school-sponsored activity, is required to have a current Iowa Athletic Pre-Participation Physical Examination on file with the activities office.

## MEDICATION ADMINISTRATION

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Only medications prescribed by an authorized health care provider will be given in school. This means that medications such as headache, cold and stomach remedies, cough medications, cough drops or any other drug purchased without a written prescription cannot be given unless accompanied by an authorized health care provider order. Only medications with a dosage schedule that cannot be adjusted for before or after school hours should be given during the day. Secondary students, grades 6-12, may be given up to 5 doses acetaminophen or Ibuprofen only with parental permission, per written medication policy.

Medication must be brought in a container appropriately labeled by the physician or pharmacist or in the original container in which the medication was packaged. The pharmacy will, for a nominal charge, provide parents with a separately labeled bottle to send medication to school. All medications must be brought to and from school by the parent/guardian or an adult designated by the parent/guardian.

Medications will be kept in the nurse's office and dispensed from there. No medications are allowed in students' bags, desks, or lockers. Exception is made for inhalers used for asthma or other respiratory conditions and epi-pens for self-administration due to allergic reactions. Students may carry the inhalers and epi-pens with them and use as needed with written parent and authorized health care provider consent.

Written parent consent is required for administration of all medications at school. The Medication Authorization form is available on the district website and in the nurse's office.

## HEALTH INSURANCE FOR CHILDREN

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Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa Program (HAWK-I) or Children's Health Insurance Program (CHIP). Children birth to 19 years who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, 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 <https://dhs.iowa.gov/hawki> for more information.

## SEVERE ALLERGIES

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If your student has a severe allergy PLEASE make sure you communicate the information to your 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.

## BAN OF HOME-BAKED GOODS

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Students, parents and staff do not bring home-baked goods to school for the consumption by Southeast Polk students.

Students and teachers do not bring home-baked treats/snacks for classroom celebrations, projects, etc.

Cheerleaders (and others) do not bring home-baked

treats for athletes and participants in other school events as spirit activities.

Groups do not hold sales of home-baked goods for general distribution to Southeast Polk students and families.

Only store-bought, individually wrapped goods are used for these purposes. Only foods made in kitchens regularly inspected by state/county health departments are excluded from the store bought, individually wrapped requirement.

Team potlucks are not affected by this policy, as they are attended voluntarily.

### **ACCIDENTS AND ILLNESS AT SCHOOL**

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When a child becomes ill or has an accident at school, parents may need to be notified. It is very important that the emergency contact information be as accurate and complete as possible. When there is a change in address, parents MUST contact the school office to update that information. Updates to phone numbers and email addresses can be made by the parent in the Campus Portal. No child is sent home until arrangements have been made. In cases where parents cannot be contacted, the school will contact the listed emergency contact. If no one can be reached and in extreme emergencies, the student will be transported to the nearest physician or hospital by the most appropriate transportation available. All information regarding your child's health will be shared with the necessary staff involved with your child unless otherwise specified.

### **P.E. AND RECESS REQUEST**

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Parents sometimes request that a student stay inside during recess time or not participate in P.E. However, a child well enough to attend school should be well enough to participate fully in all school activities, including outside play or P.E. Requests to remain inside for recess or not participate in P.E. must be accompanied by a doctor's note. In addition, in the event of an injury, surgery, or other medical procedure or condition, it is requested that a medical release signed by the health care provider (MD, DO, ARNP, or PA) be turned into the school indicating the okay to return to school, PE, recess or other activities.

### **STUDENT ASSISTANCE PROGRAM**

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The Board of Education provides a counseling service for students and their families who may be having problems which affect the student's behavior and performance at school. The service is confidential and available to students and their parents at no charge.

This service provides students with the opportunity to obtain appropriate assistance in evaluating and dealing with problems. Parents are encouraged to call their guidance counselor if they perceive a need for counseling for either the child or the family.

## **DISTRICT NOTICES**

### **ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

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Legislation has specific guidelines pertaining to what will be considered acts of physical or sexual abuse by school employees, including inappropriate as well as intentional sexual behavior towards students. All such activities are clearly in violation of the policies of the Southeast Polk Community School District.

To ensure compliance, the associate superintendent, 515-967-4294, has been appointed as the district's Level I investigator, with a designated Level II as his alternate. If the complaint is found to be without grounds, the Level I investigator can cause the complaint to be dropped. If legal action is required, or the incident comes under the auspices of the Department of Human Services, then the appropriate agency is notified. The investigator may also refer the case to the Level II investigator, as can another person if they disagree with the Level I findings.

### **CHILD ABUSE**

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Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under 18 years of age as a result of acts or omissions by parents, guardians or persons legally responsible for the child, is child abuse. School personnel, including nurses, teachers, counselors, and principals, are mandatory reporters of suspected child abuse must contact the Department of Human Services.

### **FEES**

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Textbook Fee	\$60
Student Activity Ticket (optional K-8)	\$40
Student Activity Ticket (optional 9-12)	\$55
Insurance Program (optional)	Varies

In some instances, fees may be reduced or waived based on family income. To apply, see information in the School Nutrition Program section of this handbook.

A complete listing of fees can be found on the district website. Families who qualify for free or reduced meals may also qualify for free or reduced school fees. To be considered

the required forms should be submitted within 30 days from the first day of school. If you are unable to pay fees, please contact the district business office. Unpaid fees are subject to collection.

### **FREEDOM OF EXPRESSION**

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Under the U.S. Constitution, all individuals have the right of freedom of expression. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or promote racial intolerance or hatred.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary

measures.

## **HOMELESS STUDENTS**

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If you or your family lives in any of these situations: in a shelter, motel, vehicle or campground; on the street; in an abandoned building, trailer or other inadequate housing; doubled up with friends or relatives because you cannot find or afford housing, school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

You or your children have the right to:

Go to school, no matter where you live or how long you have lived there.

Continue in the school attended before you became homeless OR the school they last attended, if that is your choice and it is workable for your family. If a school sends your child to a building other than the one you request, the school must provide you with a written explanation and offer you the right to appeal that decision.

Receive transportation to the school attended before your family became homeless OR the school they last attended, if you requested such transportation.

Enroll in school without giving a permanent address. Schools cannot require proof of residence that prevents or delays school enrollment.

Enroll and attend classes in the school of your choice even while the school and you try to resolve a dispute over enrolling your children.

Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Receive transportation to school and to school programs.

Whenever you move, you should contact the school for help enrolling your child in the new school or arranging for your child to continue at the former school. For assistance, please contact any building principal, guidance counselor, school nurse, or the Homeless Liaison, at 967-4274.

## **HUMAN GROWTH AND DEVELOPMENT**

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Iowa law requires all Iowa school districts to provide instruction in human growth and development. The law requires the topics of personal development, human sexuality, sex stereotypes and abuse and sexually transmitted diseases be addressed in some appropriate manner. Human Growth and Development curriculum overview can be reviewed on the district website or by contacting your child's school office. If, after review, you decide you do not want your child to participate in the Human Growth and Development instruction, complete the Pupil Excused from Instruction Form and return it to the building principal.

## **PARENTAL RIGHTS**

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The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records and gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Permission is included in the annual school registration process.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327).

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **OPEN ENROLLMENT**

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Parents requesting open enrollment in and out of the school district for their student (1st through 12th grade) will notify the receiving and resident school districts no later than March 1 in the year proceeding the first year desired for open enrollment. The notice will be made on forms provided by the Department of Education, available on the district website – Parents | Enrollment & Registration | Open Enrollment.

Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause, as defined by the state of Iowa, for failing to meet the March 1 deadline may make an open enrollment request with supporting documentation in the same manner set forth above.

The board will take action on each open enrollment request.

The superintendent will notify the parents by mail within three days of the board's action to approve or deny the open enrollment request. Approved open enrollment requests will be transmitted by the superintendent to the resident and receiving district chosen by the parents within five days after the board's action on the open enrollment request. For further details, contact the Central Education Office, 515-957-3406.

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### **SCHOOL PERSONNEL COMPLAINTS**

The normal procedure for registering a complaint relating to a school matter or individual is to go directly to the person involved, i.e. the staff member or principal. State the problem and the concern in a discreet, courteous manner. If a staff issue is not resolved, any justified concerns should then be taken to the building principal and then, if not resolved, to the superintendent of schools. Complaints of a general nature such as disapproval of a textbook or library book should be written, dated and signed, and sent to the Southeast Polk district office.

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### **TOBACCO-FREE AND DRUG-FREE**

In an effort to provide a healthy, safe and productive environment, all district buildings vehicles, and grounds are tobacco free.

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### **CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION**

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

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

The Board of Education has the following related policy

that can be reviewed at the district website: 503.5 - Corporal Punishment.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: <https://www.educateiowa.gov/>.

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### **SECTION 504**

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#### **Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

If there are questions, please feel free to contact the Director of Special Education, Section 504 Coordinator for the Southeast Polk Community School District, at (515) 957-3428.



## **EQUAL EDUCATIONAL OPPORTUNITY**

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It is the policy of the Southeast Polk Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact;

Joseph M. Horton  
Affirmative Action Coordinator, Equity Coordinator and  
Title IX Coordinator  
Southeast Polk District Office  
8379 NE University Ave.  
Pleasant Hill, IA 50327  
(515) 967-4294 [Joseph.Horton@SoutheastPolk.org](mailto:Joseph.Horton@SoutheastPolk.org)

Inquiries or grievances may also be directed to the Iowa Civil Rights Commission, Des Moines, IA, 50319-0201, [\(515\) 281-4121](tel:515-281-4121); or the U.S. Department of Education, Region VII Office of Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## **EQUAL OPPORTUNITY NOTICE OF NONDISCRIMINATION**

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It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact,

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Office of Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

## **GRIEVANCE PROCEDURE**

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Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;



- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.