

**CEDAR FALLS**  
**COMMUNITY SCHOOL DISTRICT**  
**ELEMENTARY HANDBOOK**

**2019-2020**



Educating students to be life-long learners and caring, responsible citizens.

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2019-20  
Elementary Student Handbook  
Cedar Falls Community Schools

We would like to welcome you to the Cedar Falls Community Schools. We provide quality educational programs based on the efforts of the staff, students, and parents. The elementary staff is dedicated to teaching so that all students learn.

Explained in this handbook are the general rules and guidelines of the elementary school program. We hope this information will bring the best possible cooperation and understanding between home and the elementary schools. Please take time to read and discuss the handbook with your children.

If you find any part of this handbook to be confusing or unclear, please contact the building principal where your child(ren) attend. Anything not covered in the Elementary Parent Handbook or in building regulations may be covered in the school board policy handbook, which is available at each building, District Office, or on the district website: [www.cfschools.org](http://www.cfschools.org)

Sincerely,

Kim Cross  
Aldrich Elementary

Brian Ortman  
Cedar Heights Elementary

Savannah Swestka  
Hansen Elementary

Ralph Bryant  
Lincoln Elementary

Katie Johnston  
North Cedar Elementary

Andrea Christopher  
Orchard Hill Elementary

Jason Strub  
Southdale Elementary

**Building Phone Numbers:**

<b>Aldrich Elementary</b>	(319) 553-3020
Attendance	(319) 553-3025
<b>Cedar Heights Elementary</b>	(319) 553-2885
Attendance	(319) 553-2894
<b>Hansen Elementary</b>	(319) 553-2775
Attendance	(319) 553-2775
<b>Lincoln Elementary</b>	(319) 553-2950
Attendance	(319) 553-2951
<b>North Cedar Elementary</b>	(319) 553-2810
Attendance	(319) 553-2837
<b>Orchard Hill Elementary</b>	(319) 553-2465
Attendance	(319) 553-3014
<b>Southdale Elementary</b>	(319) 553-2900
Attendance	(319) 553-2902

**Anti-Bullying/Harassment (Policy 504.5)**

Harassment and bullying are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, staff, and/or volunteers who have regular significant contact with students, will not be tolerated in the school or school district.

The Board of Education prohibits harassment, bullying, hazing, or any other victimization of a student based on any of the following actual or perceived traits or characteristics of a student, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. (Pursuant to Code No. 500.0) The District also prohibits unlawful discrimination against its students, including discriminatory harassment on the basis of race, color, creed, sex, marital status, religion, national origin, disability, sexual orientation, gender identity, socio-economic status, or any other protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with a student's academic performance, or affects a student's educational opportunities.)

This policy is in effect while students are on property within the jurisdiction of the board; while on school owned, leased or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures including, but not limited to, suspension, exclusion, and expulsion. If, after an investigation, an employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including, but not limited to, termination of employment. If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be disciplined by appropriate measures including, but not limited to, exclusion from school grounds. All reports of bullying/harassment will be documented and reported to the Iowa Department of Education as required by law.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic or work performance, or
- Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school

Electronic includes, but is not limited to, communication via electronic mail, internet-based communications, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, any of the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the targeted student • Repeated remarks of a demeaning nature that have the purpose or effect of causing injury discomfort, fear, or suffering to the targeted student
- Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to, or rejection of, the conduct by the student is used as the basis for academic decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with the student's education by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
  - Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.
- Anti-Bullying/Harassment: Students Page 3 School employees, volunteers, parents or guardians, and students will assist with the enforcement of this policy, including, but not limited; to assisting

with educational and preventative measures, reporting, and investigations of harassment or bullying. Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official or supervisor shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint or give false statements in an investigation may be subject to appropriate disciplinary action.

Retaliation against any person who filed a bullying or harassment complaint or who assisted or participated in a bullying or harassment investigation or proceeding is also prohibited. Any person found to have retaliated in violation of this policy shall be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying. The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy.

It is the responsibility of the superintendent or designee, in conjunction with the investigator and principals, to develop procedures regarding this policy. The Board will annually communicate this policy. The policy may be publicized by the following means

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in registration materials
- Inclusion on the school or district websites
- Readily accessible in the principal and counselor offices
- Other

Bullying and Harassment Complaint Forms are available on the District website or from your school administrator.

### **Elementary School Philosophy**

The Elementary School Staff members hold high expectations for student success, while realizing each student differs in rate of development as well as in ability. We are dedicated to providing an educational setting in which all students have opportunities to develop their full and unique intellectual, artistic, social, physical, and emotional abilities. In addition to mastering basic skills, it is our goal to challenge all students by providing opportunities for developing an awareness of available technology. It is also our goal to increase communication and leadership skills in all of our students by allowing them to apply skills learned as they work both independently and collaboratively. We seek to instill in our students positive attitudes, self-discipline and responsibility for their actions, good citizenship skills, and a responsibility and desire for lifelong learning and personal well-being. The elementary school environment is designed to provide opportunities for all students to become healthy, adaptable individuals for both now and the future.

## **Equity Grievance Procedure**

Students and parents are hereby notified that in accordance with federal regulations assuring all students of equal opportunities and treatment in the total program, a grievance procedure has been adopted by the Board of Education. The first step of this procedure is an informal review whereby a student who believes he/she has been discriminated against because of race, color, creed, sex, marital status, socio-economic status, national origin, religion, sexual orientation, gender identity, disability, or genetic information should discuss the problem with the teacher or principal involved. If the case is such that the student cannot or chooses not to approach the teacher or principal, or the student feels that the response received from the supervisor does not resolve the issue, then the student is encouraged to discuss the problem with the compliance officer. The formal review procedures shall be initiated within fifteen (15) working days of the alleged discrimination.

The compliance officer (Program Equity Advisor) for the Cedar Falls Community School District is Susan Langan. Please feel free to call or visit her anytime you may wish to receive more information, to discuss a problem, or to begin investigation procedures. Her school assignment is Counselor, Cedar Falls High School. She can be reached at the school at 319-553-2632. In the event that a problem is not satisfactorily resolved in the formal review, the student may then use the Level Three procedures which appeal to the Superintendent for final disposition.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights, grievances, or to seek private counsel for complaints alleging discrimination.

## **Multicultural and Gender Fair Equity Education Opportunity**

It is the policy of the Cedar Falls Community School District not to illegally discriminate in either: its educational programs on the basis of race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability; or its employment practices on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Dr. Adrian Talbot, Director of Human Resources, James L. Robinson Administrative Center - 1002 West First St., Cedar Falls, Iowa, 50613 - (319) 553-3000.

## **School Day**

8:30 a.m.	Breakfast and supervision begins
8:45 a.m.	Instructional day begins
3:45 p.m.	School dismissed ( <b>School will dismiss at 1:50 p.m. on Wednesdays.</b> )

**We ask that students not be on the school grounds before 8:30 a.m.** There is no supervision on the grounds before this time. Some schools provide outside supervision before the instructional day begins. Please have your student(s) dress appropriately for the weather.

**Students are to leave the playground after school is dismissed and remain off the playground until 4:15 p.m., unless they are supervised by a parent, guardian, or daycare provider.**

## **Fees**

Textbook fees for the elementary students can be found on the District website. Students who qualify for free or reduced lunch, also qualify for reduced textbook fees. The appropriate paperwork must be completed in order to qualify.



### **Breakfast/Lunch Program**

All elementary schools use a computerized accounting program. The cost is \$2.25 per breakfast and \$3.00 per meal for hot lunch. Milk or bottled water for those who carry a cold lunch is 50 cents. Any amount of money may be deposited in a student's account and as they eat hot lunch and/or take milk or water, that amount is deducted from their account. There is a minimum balance of \$5.00.

This system affects the method of how the students bring money for their lunch/milk account. Students **MUST** have money in a sealed envelope, name of teacher(s), name of student(s) (in the event one check is written for more than one child in a family) and amount of money or check. This envelope will then be deposited in the office and the amount entered into the computer credited to the student's account.

Online deposits may be made into your student's lunch account through RevTrak. You will be able to make lunch deposits either by debit or credit card.

If students bring a cold lunch, please send items students are able to open themselves (e.g. a thermos, bags of chips, etc.) Also, be sure to send utensils such as a spoon if they need one for their lunch.

Note: Our hot lunches are ordered by 9:15 a.m. daily. If your child is going to be late for school and will need a hot lunch that day, please call the office before 9:00 a.m. This procedure will ensure that a lunch is ordered for your child. Students who arrive late and have not signed up for hot lunch may not be able to be served that day.

### **Lunch Guests**

On occasion parents, grandparents, and significant members of the family like to eat lunch with children at school. Parents are cordially invited to do this at any time, and we ask that parents notify us if others guests will be dining. Since we need to order our lunches from the central kitchen, we ask you to call our office to order an adult lunch by 9:00 a.m. Lunches can be purchased in the school office.

Many children prefer to carry their lunch to school. Milk is available for purchase. **Soda/Pop should not be brought to school with cold lunch.**

Children who eat lunch at school are expected to remain at school during the entire lunch period.

Free and reduced-price lunches are provided to students whose families qualify under Federal Income Guidelines. This information is available to each family in the school district yearly. The application must be filled out and renewed each year.

### **Attendance**

Regular attendance and punctuality are essential for success in school. **Parents are requested to call the school office before 9 a.m. to report a student's absence. Calls should be made for each day of a student's absence.** When a student reaches eight (8) days of absence in a semester, a warning letter may be sent documenting attendance concerns. When a student reaches twelve (12) days of absence in a semester, a conference between parents and school personnel may be scheduled. An attendance plan may be established at that time. The school will keep records of attendance and tardiness. **The determination of whether an absence is excused is made by the school, not by the parent.** Valid reasons for absences as confirmed by school administrators are:

1. Illness of pupil (documentation may be required)
2. Serious illness, death, or funeral of a family member or close friend
3. Emergency situations calling for the services or presence of pupils at home
4. Medical or dental appointments (arrangements to be absent from school should be made in advance in the office and students will be excused 30 minutes prior and 30 minutes after scheduled appointments.)
5. Family trips for a limited time if arrangements are made in advance (make-up work should be arranged with each teacher in advance of the absence)

When it is known in advance that a student will be absent from school, arrangements should be made with the office. A parent call or note is necessary to arrange an advance absence.

If a student becomes ill during the school day, students are to report to the School's Health office. Students leaving the building during the school day must check out at the Main/Attendance office when they leave and check in again when they return. If a student leaves the building without permission of the office staff, it is considered unexcused.

Students are required by Iowa law to be in regular school attendance until they have reached the age of sixteen by September 15 of that year.

Once students arrive on school grounds they are not to leave school grounds until dismissal, unless they have permission of the office staff.

### **Emergency Forms**

At the beginning of each school year, parents must fill out an emergency form that provides the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. **Parents must notify the office if the emergency contact information changes during the school year.**

### **Volunteers**

Volunteers, by virtue of their contributions of time, talents and other resources to the programs of education and student activities in the Cedar Falls Community Schools, provide important and valued services. It is the policy of the District to encourage the use of quality assistance offered by school volunteers.

Areas of volunteer services include:

- Support for instructional and co-curricular programs
- Enriched student learning opportunities through the experiences and knowledge of volunteers
- Increased individual attention for students
- Increased assistance for students of varying abilities
- Increased time for teachers to work with students

To ensure safety for students, volunteers and staff, ALL volunteers must adhere to the guidelines for volunteers provided by the school district and by the guidelines and procedures provided by the attendance centers in which volunteers serve. Volunteers shall serve under the direct supervision of staff members.

**In accordance with the privacy rights of students, families and staff, volunteers must ensure that personal and personnel matters encountered as volunteers in the school setting remain confidential.**

### **Procedures for Volunteers/Visitors**

ALL visitors must register in the office each time they visit the school. Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system. The system will check to ensure that registered sexual offenders are not entering our buildings. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork.

The following guidelines are in addition to any procedures, rules and regulations provided at attendance centers and other school sites:

1. Each volunteer must check in with the building administrator/designee before beginning an assignment. At that time, the volunteer will receive the appropriate identification badge and will complete the initial log-in for the assignment. Logs will be maintained at the attendance center/site and will show all segments of volunteer service.
2. ALL volunteers must complete the Volunteer's Confidential Statement/Assurances form. The building administrator/designee will review each form. This includes volunteers for field trips. New forms must be completed each school year.

Parents are welcome to visit school. Please communicate with the teacher if you are interested in setting up a convenient time. Days just before holidays or conferences and those days at the beginning or end of the school year are not the most opportune days to visit. Schedules are often changed due to special projects, assemblies, etc. We discourage children (cousins, friends, etc. staying with students) from visiting. If a situation should arise, please call the office with your request.

NOTE: We ask that cell phones be turned off and photos not be taken without talking to the teacher first.

### **Computer Use/Internet Use (Policy 605.4)**

In making decisions regarding access to the school district computers, computer network, the Internet, and other information resources, the Cedar Falls Community School District (CFCSD) considers the educational mission, goals, and objectives of the district. Electronic and print information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computers, computer network, the Internet, and other information resources allows student access to thousands of materials, libraries, databases, bulletin boards, and other resources while exchanging creative ideas and images with people around the world. The CFCSD expects that faculty will blend thoughtful use of the school district computers, computer network, the Internet, and other information resources throughout the curriculum and will provide guidance and instruction to students in their use.

All CFCSD students will receive an electronic account that includes access to an email account. Students in lower elementary classes may be provided access through a classroom account. This account should primarily be used for educational purpose. As with all interactions on the Internet, students are expected to use these tools in a safe, legal, and ethical manner. CFCSD also provides student network wireless access in all buildings. Once the infrastructure is in place, and specific policies and procedures have been determined, students will be allowed to bring their own devices on to the CFCSD network. CFCSD will not be responsible for any damage or loss of any student personal device. These are the expectations for this use of the CFCSD network with personal devices:

1. All students will use their own secure wireless login to access the network.

2. All student or non-CFCSD devices attached to the CFCSD network will have up to date security software that includes anti-virus and anti-malware programs.
3. Students who bring their own devices onto CFCSD property and use a non-CFCSD network to access the Internet is still bound by this policy.

Below is a list on unacceptable and unsafe behaviors for students. This list is not intended to be inclusive of all misuses.

1. Students will not access, review, upload, download, store, print, post, or distribute pornographic, obscene, sexually explicit material or that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption while on school property or while using school resources.
2. Students will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination while on school property or while using school resources without an approved educational/instructional purpose.
3. Students will not knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks while on school property or while using school resources.
4. Students will not engage in any illegal act or violate any local, state, or federal statute or law while on school property or while using school resources.
5. Students will not vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means will not tamper with, modify, or change the CFCSD Network software, hardware, or wiring.
6. Students will not take any action to violate the CFCSD Network's security, and will not disrupt the use of the system by other users nor gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct consent of that person.
7. Students will not post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user privately without permission of the person who sent the message.
8. Students will not violate copyright laws, usage licensing agreements, or another person's property without the author's prior approval or proper citation, including, but not limited to the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or other information resources.
9. Students will not use the CFCSD Network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the CFCSD Network to offer or provide goods, services, or product advertisement. Students

will not use the CFCSO Network to purchase goods or services for personal use without authorization from the appropriate school district official.

CFCSO will provide ongoing age-appropriate instruction for students on current safety, legal and ethical use best practices as part of our 21st Century Skills curriculum. The training will be designed to promote the district's commitment to:

- The standards and acceptable use of Internet services;
- Student safety with regards to:
  - Safety on the internet;
  - Appropriate behavior while online; on social networking Web sites, and
  - In chat rooms, and
  - Cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

As a public organization, CFCSO is subject to open records laws for both student and staff email and network accounts. These accounts carry no expectation of privacy. Parents have the right at any time to investigate or review the contents of their child's accounts. Parents also have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.

The CFCSO defines intellectual property rights as a general term that covers copyright, registered designs and trademarks. Information users need to understand that authors resort to legal action when their works are infringed.

Plagiarism is the presentation of the thoughts, ideas, or words of another without crediting the sources. It is a form of academic dishonesty and may be grounds for academic sanctions. Students are expected to cite all sources they use. Copyright is a legal issue governed by federal law. Copyright extends to all forms of intellectual property, including print resources, web pages, database articles, images, and other works found on the Internet. The ability to legally use another's work depends on the following justifications: (1) the work is in the public domain; (2) the researcher has received permission from the copyright holder; or (3) the researcher asserts a right for fair use. Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. Fair use is determined on a case-by-case basis. Individuals are expected to make educated, good faith decisions in determining whether fair use applies in a given situation.

Students who violate one or more of the unacceptable uses will be subject to disciplinary action based upon the school's discipline policy. This may include structured/non-independent use of technology while on school property, suspension, reparation for damages, expulsion, and/or referral to local law enforcement.

The Cedar Falls Community School District has a filtering system in place that will monitor and log Internet activity as well as block unacceptable websites as reviewed by faculty, and/or administration. Although the Cedar Falls Community School District is taking reasonable measures to ensure students do not acquire objectionable material, the Cedar Falls Community School District cannot guarantee that a student will not be able to access objectionable material on the Internet. If a student accidentally accesses unacceptable materials or an unacceptable Internet site, the student should immediately report the accidental access to an appropriate school district official.

The proper use of the Internet and other information resources, and the educational value to be gained from proper use of the Internet and other information resources, is the combined responsibility of students, parents and employees of the school district.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate. An age-appropriate interpretation of this policy will be made available for students and families.

### **Student Handheld Technology Devices/Cell Phone Usage**

“Handheld Technology Devices” are defined to include portable telecommunication devices including, but not limited to, cellular telephones (with or without cameras), laptops, “Chrome” netbooks, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Handheld technology devices can be used before and after school provided such devices are not displayed, activated, or used during the school day unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes.

Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices to communicate during class time with students outside of the teacher’s class. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a “504 Plan,” as per their Individualized Education Program (IEP), and during a medical or security emergency.

At no time are students authorized to video capture, photograph, or audio record others in the classroom, locker rooms, and restrooms (without consent of the individual). All social media posts are expected to be used to present groups or individuals in a positive manner.

Cell phones or other Handheld Technology Devices are to be turned off (powered off) or set on silent during the instructional day. The goal of these guidelines is to promote the responsible use of cell phones and similar Handheld Technology devices in an appropriate manner while maintaining our safe and productive learning environment. Students are not to use their cell phones or other Handheld Technology Device in any way that disrupts the order and integrity of the learning environment of the school. If a student does not follow the guidelines, parents may be called to pick up the phone.

### **Health Care Services**

Health Care Services are available in all buildings through contract services with an outside agency. Health Assistants and Registered Nurses are assigned to all buildings. Some students will require an Individual Health Plan. The Cedar Falls Community School District staff and professional partners will work in cooperation with the parents and students to create an Individual Health Plan, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities to meet the needs of all of our students.

## **Records**

Health and safety information collected from families will be maintained on file for each child. Files need to be updated as changes are made in your family situation. The content of the file is confidential but is available to staff members when necessary.

Child health and safety records will include:

1. Physical examination and all findings, whether normal or abnormal.
2. Up-to-date immunization certificate.
3. Current emergency contact information.
4. Names of individuals authorized to pick up your child.
5. Health plan for any child with special needs, such as allergies or chronic illnesses to include care needed during an emergency.

## **Illnesses**

If your child is ill, he/she should not attend school. Your child would not be able to participate in activities at school if they do not feel well, and they will not benefit from being at school. A sick student may require more care than can be given in the classroom. The student may also pose a risk of spreading the illness to the others in the classroom. Conditions that require your child to stay at home while ill are:

- Fever (temperature greater than 100 orally) and other signs and symptoms of illness – may return 24 hours after fever free without fever-reducing medications
- Diarrhea more than 1 in 24 hour period – may return 24 hours after last episode
- Vomiting more than 1 time in a 24 hour period – may return 24 hours after last episode
- Mouth sores with drooling
- Rash with fever or behavior change (anything undiagnosed per nurse's discretion)
- Impetigo until 24 hours after treatment has started
- Strep throat until 24 hours after treatment has started
- Scabies until after the first treatment
- Chickenpox until all lesions have dried or crusted (usually 6 days after onset of rash)
- Other reportable communicable diseases as directed by Black Hawk County Health Department

## **Cedar Falls School District Medication Policy**

Some students may need prescription and non-prescription medication to participate in their educational program. It is the responsibility of the parent or legal guardian to ensure that the school receives appropriately authorized medication. Medication shall be administered and accessed only by the school nurse, health assistant, or by a person who has successfully completed a medication administration course through the Iowa Department of Education.

Medication shall not be administered without written authorization from the parent or legal guardian. Written authorization shall include the student's name, date of request, name of medication, administration instructions, and authorizing signature. The medication must be in the original labeled container either as dispensed by the pharmacist or as sold by the manufacturer. Over the Counter medications must be brought in unopened containers. Parents are responsible to transport medications other than emergency medications. No vitamins, supplements, or oils may be brought to school per state code. A written record of the administration of medication shall be kept for each student receiving medication.

The Cedar Falls School District does allow for self medication administration of certain emergency medications (inhalers, insulin, and epi-pens only), provided the parent or legal guardian has given written permission for such administration and the physician provides written authorization containing the purpose of the medication, prescribed dosage, administration time(s), and special circumstances under which the

medication is to be administered. In addition, the parent or legal guardian and student must provide written documentation that they agree with the self medication administration in accordance with school district rules and if the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed. Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student, as established by Iowa Code 280.16.

### **Immunizations**

Prior to the starting of school, or when transferring into the school district, students must present a completed immunization record. Students in process of receiving immunizations will be enrolled on a provisional status. Immunizations must be completed within 60 calendar days of the provisional enrollment or the student will be excluded from school until immunizations are complete. According to State Law, only for specific medical or religious purposes are students exempted from the immunization requirements. All incoming kindergartners will need to provide proof of a dental and lead screening to be enrolled in school, per Iowa law.

### **TB Testing**

Students who have traveled outside of the United States for 30 days or more within the past year, may be required to receive TB testing within 2 weeks of entering school. A follow up TB test may then be required 90 days after the first test. See district website for additional information.

### **Communicable and Infectious Disease**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### **Health Screening**

In the fall of the school year, the school district sponsors health screenings. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher or parent recommendation students may be screened anytime during the year when a potential concern is suspected.



## **Head Lice Protocol**

1. When a case of head lice is found at home, the parent/legal guardian is responsible for informing the school that the child has been treated.
2. Classroom and school wide screenings will not be routinely conducted, but may be done at the discretion of the school nurse or health assistant.
3. Parent will be notified of the need to initiate head lice treatment for their child if head lice are found. The child may be sent home from school at the discretion of the nurse and principal and allowed to return when appropriate treatment has been initiated.

## **Allergy Sensitive Environment**

In the Cedar Falls Community School District we recognize that students with life threatening allergies attend our schools. In order to create a safe and nurturing environment for our students, the district will maintain guidelines to address the needs of students with life threatening allergies that have been clearly documented by the primary care physician or a board certified allergist. The Cedar Falls Community School District staff and professional partners will work in cooperation with the parents and students to create an Individual Health Plan, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities to meet the needs of all of our students.

The Cedar Falls Community School District is implementing a comprehensive plan to reduce the risks associated with allergy exposure; however, it is impossible to create an environment that eliminates all such risks. A District committee has worked together to establish guidelines to provide a safe educational environment and minimize the risk of a student experiencing a life threatening allergy. The guidelines are available on the District website or may be obtained at your child's school.

## **Standardized Tests**

Students are given standardized tests annually. All students are expected to participate in district-wide assessments. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state law.

## **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent or designee. The superintendent or designee shall have the final authority to determine the alternate activity or study.

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Students interested in open enrolling out of the school district must contact the Superintendent's Office (553-3000) for information and forms.

## **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **Skateboards and Rollerblades**

Elementary Schools in Cedar Falls do not allow skateboards or roller blades to be ridden to school. This policy reinforces our concern for the safety of our students.

## **Bicycles**

We have no school rules regarding the age of students riding bicycles to school, nor the distance from home to school. We would encourage students who live near the school to walk due to limited parking space.

**Students must walk their bicycles on school property.** Suggested rules for bicycle safety are as follows:

- Ride single file
- Only one person on a bike
- Give hand signal when turning
- Observe all traffic signals
- Wear a helmet

The police recommend that children ride with the traffic on the right-hand side of the street. Students are also susceptible to being ticketed for traffic violations on bicycles. Please discuss these bicycle safety rules with your child.

## **Treats/Shared Snack Items**

Students are free to bring birthday treats to school. Treats on other occasions are permitted with teacher approval. Snacks of nutritional value are encouraged. Some classrooms may have more restrictions on items to be brought in (i.e. prepackaged food items with ingredient list). Please check with the classroom teacher prior to sending a snack, as consideration needs to be made for children with certain food allergies. The District's Allergy Sensitive Plan is located on the Cedar Falls Schools website and contains additional information.

## **Invitations**

Students may distribute invitations at school **ONLY** if **ALL** students in the classroom receive one. Otherwise, they will need to be mailed from home.

## **Bus Services**

The bus service is primarily for students who are entitled to free transportation. The Board of Education has adopted the policy of providing free transportation for those elementary children, kindergarten through sixth grade, living more than one mile from school instead of the two miles, required by law.

Safety is the primary area of concern regarding bus behavior. When determining safety concerns, the situation is evaluated to determine if the behavior of the student impacts the safety of the student or other students riding the bus.

If the driver feels that a student is abusing safety guideline, a written report will be made to the principal. Safety will be discussed with the student, and the principal will determine the consequences for the student's actions. The student may incur a temporary loss of riding privileges.

If your child is not a bus rider and you wish them to ride home with another child for some particular reason, please write a short note to the principal, requesting your child ride the bus for that particular day (date should be on the note). The student will then be given a permission slip to ride the bus. The purpose of this is to verify that we should allow the student to ride. Letting a student ride the bus with a friend without permission could put us in a position of liability. We appreciate your cooperation on this policy.

The district does not provide busing services for the purpose of daycare unless the licensed daycare has made arrangements with the school district.

### **Bus Rules**

Students riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver or building principal.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Riders are not allowed to eat on the bus.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and in an appropriate manner.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle, look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.

### **Bus Basics**

1. Enter the bus and find a seat as quickly as possible.
2. Remain seated (bottoms on the seats, backs against the backs of the seats).
3. Keep arms and legs to yourself.
4. Inside voices (loud enough to be heard by those next to you) are used at all times.
5. Creating an unsafe situation by continued violation of “Bus Basics” will result in loss of bus riding privileges.

## **Weapons Guidelines**

We believe weapons and other dangerous objects in school district facilities can 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.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property. Parents of students found to possess a weapon or dangerous objects on school property will be notified of the incident.

The school board policy is very explicit in regards to the bringing of weapons or dangerous objects to school and the appropriate disciplinary action to be taken.

The Iowa legislature has passed a law clarifying the rights of schools to search students. We are required to notify parents and students about this law:

First, the law gives schools authority to "inspect" all or a random number of lockers, desks, and any other areas belonging to the school and used for storage by the students. Notice (after this initial general warning) is not required, nor must the school have any type of prior suspicion. Either another staff member or the students(s) must be present for this inspection.

Second, schools may "search" a student or a student's personal possessions if there is "reasonable suspicion" of wrong doing. The state law prohibits strip searches of students. A school staff member of the same sex can, however, do a "pat down" search of a student when there is a "reasonable suspicion." Pocketbooks, book bags, or similar objects may also be searched. Students must be informed of such a search.

## **Search and Seizure**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or protected student areas based on a reasonable and articulate suspicion that a school district policy, rule, regulation or law has been violated. The search shall be 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, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched at any time without advanced notice.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property with the jurisdiction of the school district; while on school owned, operated, and/or sponsored school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient

management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and 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; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **Recess**

It is our policy that generally, if a child is well enough to attend school he/she is well enough to go outdoors for recess. There are some exceptions, of course. If your child needs to remain indoors for health reasons, a note to the teacher should be sent. A doctor's directive would be needed for an extended period of time.

### **Student Conduct**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. The conduct is expected while on school premises, while on school operated buses, and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behaviors may be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, and/or expulsion.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances students may be reported to law enforcement officials.

### **Emergency Drills**

We are required to have four fire drills and four tornado drills each year, as well as a Dangerous Intruder drill. In the event of severe weather (i.e. tornado), safe areas have been designated for students. Unless

there would be sufficient time and we have been instructed by the district office to dismiss students, we would require they remain in school under supervision.

### **Physical Education Class**

The physical education department recommends that all children wear tennis shoes for gym classes because there is less danger of falling and getting hurt. It is better if the tennis shoes can be left at school. Children who take them home should be sure to bring them back for their gym class days.

### **Student Insurance**

Parents/Guardians may purchase insurance from Student Accident Insurance. Forms are available on the District website.

### **Kindergarten**

Children may enter Kindergarten if they are five years old on or before September 15<sup>th</sup> of this current school year.

### **Homework**

All students may occasionally have homework. We feel that it is important for a student to develop good study habits and a desire to learn beyond the school day. A quiet place, without distractions, is important in order to make the best use of homework time. Homework will generally follow these guidelines:

- Homework for 3<sup>rd</sup> - 6<sup>th</sup> graders will rarely exceed more than 30 minutes per night.
- Kindergarten through 2<sup>nd</sup> graders may occasionally have projects to do at home, preferably with parent help.
- Parents should contact the teacher if a child's homework time appears to be excessive.

### **Homework For Student Absence**

If you need to request homework for your student due to being absent from school, please use the following procedure:

- Call the school and have the request given to the teacher in person or by the office staff.
- Allow appropriate time during the teacher's busy day for them to prepare the material.
- Set a time that you can pick up the material or have someone pick up the material. The teacher's schedule makes it difficult to get the material to someone else in the building.

### **Lost and Found**

We maintain an area for lost and found items in each building. Please be sure that student names are placed on personal possessions that students bring to school. This is particularly necessary for boots and tennis shoes. Children and parents are encouraged to look through the lost and found for missing items. Since many items are accumulated, after each parent-teacher conference and at the end of the school year, the items in lost and found not claimed will be donated to a good cause.

### **Parent-Teacher Conferences**

Progress is reported to parents via two scheduled conferences during the year. We feel that these conferences should be more than just reports to parents; there should be two-way communications if we are to fulfill our responsibility to the children. We welcome and encourage your questions and concerns. Feel free to call your child's teacher any time to make an appointment to see him/her.

## **Communication**

You will receive frequent communication from the school which will include current activities in the school and a calendar of upcoming events. The building's website is a great source of information, as well as each school's social media page.

## **Safety**

The school patrol will be on duty at 8:30 a.m. and 3:45 p.m. We urge students to stay on the sidewalks and to cross only at the designated places. Please remember this when dropping off and picking up your children. Please call the office and/or teacher if you are picking your child up during the school day for appointments or other such reasons.

Equipment for outdoor playtime is provided by the school. Although students may bring ball gloves to use at school, they are not allowed to bring other equipment such as bats, balls, ropes, etc.

Playground rules are reviewed with students periodically. If a student would be injured at school, we will call emergency medical personnel, if necessary. We shall attempt to contact parents immediately. If parents cannot be reached, the person they have designated to be called in an emergency shall attempt to be notified.

## **Pets**

From time to time students like to bring their pets to school to show their classmates. Due to allergies and the potential that an animal may react adversely to unfamiliar people and surroundings, we will not permit pets to visit without permission from the building principal. The animal would need to appear to be in good health and have documentation from a veterinarian to show that the animal is fully immunized (if the animal should be so protected) and is suitable for contact with children. Reptiles are not allowed because of the risk for salmonella. Parents -- Please do not bring your pet into the school building when dropping off or picking up your child. Your cooperation is appreciated.

## **School Pictures**

School pictures are taken each school year. You will receive a reminder note about the dates a few days in advance. Pictures are used for school records and may be purchased by parents. Please understand that the purchase of school pictures is optional and not required.

## **Talented and Gifted Programs**

ELP (Extended Learning Program) is a program in the Cedar Falls Elementary Schools designed for 5th and 6th grade students with high academic ability. Students meet with a GT teacher to help the student develop the skills and background to become a self-directed learner.

ELP students are selected from a Talent Pool of potential students which includes students who have been nominated by referral from school personnel, parent and peer nominations and standardized test data. The selection process involves the GT teacher, classroom teachers and the building principal. Interviews with potential ELP students are a part of this process. The needs of the student for a differentiated curriculum are also considered. Participating students are evaluated periodically to determine if the program is appropriate for the child's needs and if the child is functioning within the guidelines of the program. Parent nomination forms are available upon request. Testing is done toward the end of the school year.

This service provides the classroom teacher with support so that enrichment is available to highly able learners in the regular classroom. Teachers collaborate with the TAG teacher to identify students who need

the enrichment services through Talent Development Groups (elementary level) and differentiation of curriculum within the classroom.

Differentiation and Enrichment are provided for students who demonstrate a need within a specific curricular area. A variety of levels of services are available to meet individual student needs.

Programming is developed based upon student's needs, strengths, interests, and talents. Programming is developed in collaboration with classroom teachers through the PLC process.

This programming makes the service continuum wider to serve a larger number of students, allowing differentiation to take place in the regular classroom as well as in the gifted education classroom.

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational 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, volunteers and guides with respect and courtesy. Parents will be notified by classroom teachers of upcoming field trips.

### **Interferences/Distractions in School**

Water guns and other toys that can be disruptive to the educational environment should not be brought to school. It is highly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, Kindles, cameras, SMART watches, and other electronic devices. These items may be taken away from the students and returned at a later date, if it is found to be disruptive to the educational process. Cellular phones should be kept in the student's locker or in his/her backpack. Misuse may result in the phone being taken from the student. The District is not responsible for loss or damage to such items if brought to school.

### **Cancellation, Delay, or Early Dismiss**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by the District's communication system, *BrightArrow Messenger*, and local television stations. School days missed will be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the district communication system. The superintendent determines whether buses will follow the regular routes. If buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

### **School Sponsored Student Organizations**

School sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include: band, orchestra, safety patrol, student council, and chorus.

Participation in school-sponsored student organizations is a privilege. Individual sponsors may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual sponsor's rules as well as for violation of school district policies, rules or regulations.



## **Parent Organizations**

Parent Organizations are an integral and important part of the educational experience for all children. The programs and activities of the parent organizations are valuable. Parents are urged to support this organization with their membership, participation, and attendance at meetings. Parents have an opportunity to sign up for committees and special events during registration.

## **Physical and Sexual Abuse of Students by Employees (504.4)**

It is the policy of the Cedar Falls Community School District that all forms of physical abuse and sexual abuse, as defined by law, of students by school employees are prohibited. Each employee, regular or temporary, is covered by this policy.

Each report or complaint alleging or indicating the possibility of abuse of a student or students by an employee or employees will be investigated immediately, in accordance with legal requirements. The primary investigators (level one investigators) will be the Associate Superintendent and the Executive Director of Human Resources. An official or officials of the Cedar Falls Police Department or other trained, experienced professional(s) shall be utilized as the alternate (level two) investigator(s).

All results of an investigation of reported physical or sexual abuse will be forwarded to the superintendent or designee as soon as is possible. It is the responsibility of the superintendent of schools to cause such actions as may be appropriate to remedy any founded report of abuse.

The Level I investigators for the District can be reached by phone at (319)553-3000.

## **Title I Reading**

The Cedar Falls School District uses multiple assessments that address the language arts standards. Students who do not meet the grade level expectations on these assessments will be considered for Title I services. The Title I teachers administer further informal or formal reading assessments, and consult with classroom teachers and parents. Final selection is based on greatest student need.

Parents may request to see a list of specific assessments used at each grade level. These will be explained in more detail at parent-teacher conferences.

## Parent Involvement Policy

It is the policy of Cedar Falls Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in school-wide buildings through the parent handbooks which is on our district web and sent to parents who do not have access to the web.

2. One annual meeting is held, for all parents of participating children. All Cedar Falls elementary buildings will hold an annual meeting in the fall. Notification will be sent through building communication (i.e. newsletters, PowerSchool). Parent-teacher conferences are held twice a year and are offered at different times of the day in order to meet the needs of parents. Title I funds are used to pay for reasonable and necessary expenses associated with parent involvement activities.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meeting and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all boxholders in the fall of the year, through individual reports given to parents at conference time, and through report cards.
5. In targeted assistance buildings, parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered via newsletters, conferences and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the school-wide programs. The school-wide programs will include parents in developing their school-wide plan. If the school-wide program is not satisfactory to the parents of participating children, they may submit comments to the Director of Elementary Education.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional activities are planned for students who will be in our schools for kindergarten. Activities are also planned for students who will be moving into our Junior Highs.
11. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The District Title I Advisory Committee will discuss program adjustments.

Providing all Cedar Falls Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Title I – Student/Parent/Teacher/Principal Compact

A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement.

**Cedar Falls Elementary Schools**



**Student/Parent/Teacher/Principal Compact  
Reviewed and Updated for the 2019-20 School Year**

Parent/guardian agreement:

As a parent (guardian), I \_\_\_\_\_ will do my best to:  
Parent signature

- See that my child is punctual on time and attends school regularly.
- Set a time for homework and review it.
- Stay aware of what my child is learning, and contact teacher with my questions and concerns.
- Support school rules.
- Encourage my child to read 15 minutes daily.
- Talk with my child about his/her school activities.

Student agreement:

As a student, I \_\_\_\_\_ will do my best to:  
Student signature

- Read daily.
- Attend school daily ready to learn.
- Follow the school rules.
- Complete all homework assignments and then turn them in on time.

Teacher agreement:

- As a teacher, I \_\_\_\_\_ will do my best to:
- Assist each student to achieve.
  - Help each child grow to his/her fullest potential.
  - Provide instruction utilizing research-based strategies that will meet all students' instructional needs.
  - Provide meaningful and appropriate homework activities.
  - Maintain open line of communication with each student and his/her parents.
  - Support the independent reading program.

Principal agreement:

- As a principal, I \_\_\_\_\_ will do my best to:
- Encourage parental involvement.
  - Provide the students with highly professional, qualified staff.
  - Provide an environment that allows for positive communication between the students, parents and staff.
  - Enforce school rules.
  - Support the independent reading program.