

Jurisdictional Statement

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The Board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on the school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.



Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a discipline atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, staying after school, in-school suspension, out-of-school suspension, probation and expulsion. Discipline can include prohibition from special activities conducted by the elementary school. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Parents and students (age-appropriate) are expected to know the contents of this handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of policies, rules and regulations of the school district.

MISSION STATEMENT

The mission of the Corning Community Schools is to provide each student with educational skills and knowledge necessary to become a lifelong learner and productive member of society.

BELIEFS

We believe in a safe, secure environment to help nurture high expectations and achievement.

We believe a good education equals good citizenship.

We believe in the importance of the family as a functioning unit.

We believe everyone has self-worth and should be allowed to take pride in his or her uniqueness and accomplishments.

We believe in respect for individual rights, authority and leadership.

We believe everyone is capable of learning and should have the opportunity to function at the top of his or her ability.

We believe educating everyone takes everyone.

We believe that setting realistic goals, accompanied by challenge and hard work, promotes success.

We believe in cooperation among family, school, and community.

We believe in honesty and integrity.

CHARACTER COUNTS!

Character Counts is a process of teaching, encouraging, advocating and modeling six pillars of character. These include:



TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

The elementary is learning and using this framework to enhance the school and community environment. Character Counts compliments our district's mission statement and beliefs that state Corning Community Schools is to provide each student with educational skills and knowledge necessary to become a lifelong learner and productive member of society.

Corning Elementary School

Office Phone: 641-322-4020

William Stone, Superintendent

Patty Morris, Elementary Principal

Karen Graf, Elementary Secretary

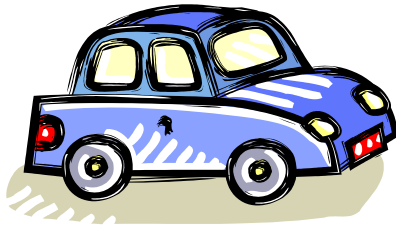
Brielle Cerven.....	Preschool
Judy Wolf.....	KA
Denise Bradley.....	KB
Sally Thompson.....	P1
Darci Poston.....	P2
Christy Drake.....	P3
Cara Groves.....	M1
Lisa Henkenius.....	M2
Dianne Roberts.....	M3
Liz Timmerman.....	I-1
Allison Thomas.....	I-2
Rachael Foutch.....	I-3
Sandy Winter.....	Art
Roger Van Donselaar.....	Band
Mindy Docker.....	Vocal Music
Tabitha Klopp.....	ELP
Bobbie Goldsmith.....	Library
Kathy Peterson.....	Nurse
Allen Naugle.....	P.E.
Gabriela Morales.....	Spanish
Heather Avila.....	SPED
Christina Cox.....	SPED
Christina Saylor.....	SPED
Melody Miller.....	SPED
Wendy Ahrens.....	Title 1 Reading
Diane Walter.....	Title 1 Math
Kim Wood.....	Food Director
Anne Gard.....	Cook
Vicki Welsh.....	Cook
Alan Butcher.....	Custodian
Chris Boswell.....	Custodian
Deanna Anderson.....	Paraeducator
Pat Arntzen.....	Paraeducator
Janice Fleharty.....	Paraeducator
Andrea Grau.....	Paraeducator
Marlene Hardisty.....	Paraeducator
Susan Hontz.....	Paraeducator
Cathy Jones.....	Paraeducator
Denise Kester.....	Paraeducator
Richelle Lane.....	Paraeducator
Janean Maeder.....	Paraeducator
Katie Rhamy.....	Paraeducator
Marci Rhamy.....	Paraeducator

General Information

ARRIVAL & DISMISSAL

Parents are asked not to let students off at the school before **7:50**

A.M. There is **no adult supervision** for students who arrive before 7:50 A.M.



Students will be counted tardy for the morning if they arrive after 8:30 A.M.

The elementary building dismisses school at 3:15 p.m. for car/trolley riders, 3:20 for walkers and 3:25 for bus riders.

If you are picking up your child, please do so promptly by 3:15. Cars will line up in the school drive. Please stay on the south side of the yellow line. For the safety of all children, we ask that you do not pass other vehicles in line to pick up students. Students may also meet their parents on Loomis.

Students are required to leave school grounds following dismissal. Students are not to be in the building without adult supervision.

ATTENDANCE/ TARDINESS

Regular attendance and arriving on time establishes a good foundation for learning for the student as well as developing a pattern for later life. A student is not able to "make up" the educational benefits gained from actual attendance and participation in classes.

If your student has been absent several days in a quarter, and has been to the doctor, a note from the doctor is required in determining if the student's absence is excused or unexcused. A child coming to school after 10:00 or leaving before 2:00 will be counted as ½ day absent.

The Corning Elementary School has a policy concerning tardiness of students. Students are considered tardy if they are not in their classroom at 8:30 A.M. Parents need to sign in at the office if the child is late to school, for any reason.

When a student has been tardy three times during the school year, a notice will be sent home to parents indicating the tardiness and that one additional tardy will require the student to serve a 30 minute detention. Each additional tardy will have the consequence of an after school 30 minute detention.

ABSENCE FROM SCHOOL

The school asks for full cooperation in seeing that students attend each day that he/she is physically able. Absence from school works a hardship on both student and teacher. If a student is absent, the school asks that the parent TELEPHONE the school. The school will call if a student is not at school and we have not heard from the parent.

When there is a medical office visit, please bring a doctor's note to be kept on file. If there has been no written or verbal communications with the school personnel, the absence will be unexcused. All vacation or extended travel must be prearranged with the principal at least two days prior to the departure. It is the student's responsibility to secure all necessary assignments and make-up work before the absence.

AFTER-SCHOOL PLANS

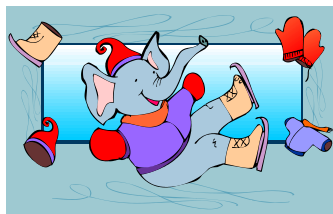
Your cooperation is needed in providing your child with his/her after school plans **PRIOR** to coming to school in the morning. Please communicate to your child's teacher at the beginning of the school year a regular plan of action for his/her after school routine. This plan will be utilized unless we are notified differently. **Written notification of a change in plans is necessary or your child will be sent on his/her regular after school destination.** Please do not call unless it is an emergency situation or an unforeseen circumstance.

APPROPRIATE DRESS

There is a strong connection between academic performance, a student's appearance, and student conduct.

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 that does not disrupt the school or educational environment. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

Unless authorized by the principal, the following items are not to be worn in the building: sunglasses, hats, caps, midriiffs, clothing or tattoos with alcohol, tobacco, drug related messages or other inappropriate words or graphics.



Clothing should be appropriate for the weather (coat, gloves, boots, etc.) Students should feel free to work with all types of materials at school without fear of getting them dirty. Recess supervisors will make a decision as to where students will play

if they do not have proper attire (snow pants, boots, etc.) for given weather situations. Accidents sometimes happen even though children try to be careful. In cold weather students are expected to have proper attire-- coats, gloves, and hats. State law requires some type of footwear must be worn for hygiene and safety reasons. Flip flops and jellies are not recommended. Shoes with soft soles are needed for PE.

Wearing apparel should be marked with either tape attached to the articles or a marking pencil with the name clearly stated in the garment. Be sure to mark BOTH boots, mittens, gloves, all hats, coats, snowpants, sweaters, and jackets. Check the lost and found racks in the hallway frequently for clothing that has been lost.

BICYCLES/BIKE SAFETY

Bicycles should be parked at the rack and left alone the rest of the day. The school encourages the use of bike locks. The school will encourage children to respect each other's bikes; however, the school cannot be responsible for stolen or "borrowed" bicycles. The use of bicycle safety helmets is encouraged.

We discourage riding bicycles to school before third grade. Bikes are not to be ridden on school property but are to be walked on the sidewalk to the street. This will prevent walkers from being injured. Disobedience to these rules may result in the loss of your bike privilege.

BOOK FINES

Text and library books are loaned to students. It is the student's responsibility to see that they are returned in good condition. Fines will be assessed for books not returned in proper condition.

BULLYING/HARASSMENT

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

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identify, physical attributes, physical or mental ability or disability, ancestry, political party preferences, political belief, socioeconomic status, or familial status.

Harassment and abuse are violations of the school district's policies, rules, and regulations and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should: Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so.

If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

-tell a teacher, counselor, or principal; and
-write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- what, when, and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- what the student said or did, either at the time or later
- how the student felt; and
- how the harasser responded.

The District will promptly and reasonably investigate allegations of harassment. The guidance counselor and the school nurse will be responsible for handling complaints by students alleging harassment. District Board policy 502.8 gives complete information about procedures.

CHANGE OF ADDRESS / PHONE

The school personnel need to know if a move is planned so there will be time for records to be prepared for sending on to their next school. All school materials, such as library books, instruments, text books, etc., are to be returned before leaving. It is important that the school has your current address and telephone number. **PLEASE KEEP THE OFFICE INFORMED.**

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless your court order is on file with us, we must provide equal rights to both parents.**

CLOTHING FOR BAD WEATHER

Children are expected to participate in outdoor activity at recess time when the weather is favorable. Therefore, we suggest warm caps, jackets, and mittens as well as some type of protective footwear for the following reasons:

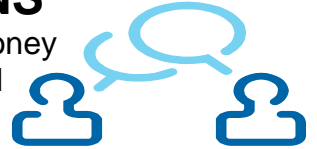
1. A child can be very uncomfortable in the classroom sitting with wet or damp shoes.
2. Many children wear tennis shoes and these **do not** afford enough protection in cold, snowy, or wet weather.
3. It is very difficult to keep the classroom neat and clean when water, snow, and mud are carried in on the shoes.

Remember: Our classrooms are our living rooms!!!

4. A child is more apt to catch cold and runs a greater chance for illness when the feet are cold or damp for a long period of time.

COMMUNICATIONS

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of notes or papers sent home.



The school also publishes a newsletter that is sent home with the student if requested. It contains items on current happenings at the school so parents, relatives, and friends can keep up on what is going on at school. The school website also has the newsletter, a school calendar and menu posted. The website is: www.corning.k12.ia.us.

DAILY SCHEDULE

7:50-8:15	Lunchroom open for breakfast
8:15	Students enter building and go to classrooms
8:30	School begins/tardy bell
3:15	Car/trolley riders dismissed
3:20	Walkers dismissed
3:25	Bus departure

Early Dismissal Times:

1:30	Car/trolley riders dismissed
1:35	Walkers dismissed
1:40	Bus departure

EMERGENCY DRILLS

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. The signal for a fire drill is one long bell or horn. Tornado drills are announced over the intercom with instructions to report to designated areas.

FIELD TRIPS

Students may take occasional field trips throughout the school year. The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the students' participation in a field trip outside of the school district.

GUM / CANDY / POP

Students are not to have candy, gum, or pop at school unless for a party or special treat. If students are bringing special treats, they must be purchased prepackaged treats.

INVITATIONS

It is the policy that invitations to birthday, slumber, and skating parties, etc., not be handed out in the classroom unless all students of the class are invited (School Board Policy 503.1).

PERMISSION TO LEAVE SCHOOL PREMISES

No student shall leave the school grounds during school hours without permission of the principal, granted upon written request of the parent or guardian, or for good cause known to the principal. Please send a note to the child's teacher about the planned early pick-up arrangements. An adult must pick up the student and present identification at the

principal's office. **Parents picking up students shall remain at the office - students will be called down to be checked out.** Telephone requests for dismissal of students shall be referred to the principal or superintendent, and honored with caution. Teachers are not to excuse students except with the permission of the principal. If parents have special direction, please contact the office (School Board Policy 502.7). For the welfare and protection of the students, parental cooperation in the above procedures will be sincerely appreciated.

PETS/ ANIMALS AT SCHOOL

Students are not permitted to bring pets or animals to school without advanced approval by the teacher or principal because of health and safety factors. Parents are responsible for bringing and retrieving animals during the teacher-approved length of stay. Proper animal housing is required.

PICTURES

Individual school pictures are taken of all elementary students near the beginning of the school year. Various packages are offered with a range of prices. Packets of pictures will be developed only for children who have paid in advance. All students will be in the class composite as long as they are in attendance.

PHONE CALLS

Students and teachers may be contacted during school hours by calling the office. The elementary phone number is 322-4020. Please do not call students during school hours unless it is an emergency. Messages can and will be delivered if necessary. To keep the telephone lines available for incoming calls, students are discouraged from making calls



immediately before and after school. Permission is needed from the teacher, secretary, or principal. Teachers will issue permission slips for phone use. Student calls are limited to calling home, grandparents, or their parent's place of employment. The school will not be responsible for personal long distance calls made by children. Please notify the school when/if your phone number changes. Unlisted numbers will be handled with confidentiality. If a change in what your child is to do after school arise, please send a note to his teacher (School Board Policy 506.3).

ROOM PARTIES

The students have three parties a year (Fall, Holiday, and Valentine's Day). Teachers will communicate with parents about the arrangements for their grade level. Students that do not wish to participate in these holiday celebrations or activities may be excused by contacting the school.

VALUABLE ITEMS

It is our school policy that valuable items, toys, laser pointers or electronic devices including cell phones, shall not be used or displayed during school hours unless directed by their teacher. If students violate this rule, these devices will be taken away so they do not distract from the educational process. We will not be responsible for these items or dedicate school time to retrieve or investigate the incident in question. If students choose to bring these items, they assume the risk of them being lost, stolen, or broken. Violation of this policy will cause the devices to be taken away with possible disciplinary actions to follow.

VISITS TO SCHOOL

We welcome visits to school by parents. Please make arrangements in advance with the classroom teacher. We ask your cooperation in limiting the visit to not more than half a day and to stop by the Principal's Office to sign in when you arrive. The first and last two weeks of the school year are not the best times to visit, so we ask that you not plan visits during this time frame.

If you would like to come for lunch, please refer to the Food Service portion of the handbook which details information about eating lunch with your child.

Please refrain from wearing hats in the building. Younger brothers, sisters, or visitors should not accompany students to school. If there are questions concerning this request, or a special situation, please contact the elementary principal.

Parents who are bringing items to school for students such as lunches, books, boots, clothing, etc. must leave these items at the office because delivery to the classroom is a disruption to class instruction.

VOLUNTEERS

The Corning Elementary School welcomes and appreciates community people who want to serve as volunteers. Volunteers shall sign in at the office and obtain a special sticker to wear. For information about being a volunteer please contact the elementary principal.

WEATHER EMERGENCIES

Announcements will be made on the following area radio and TV stations:

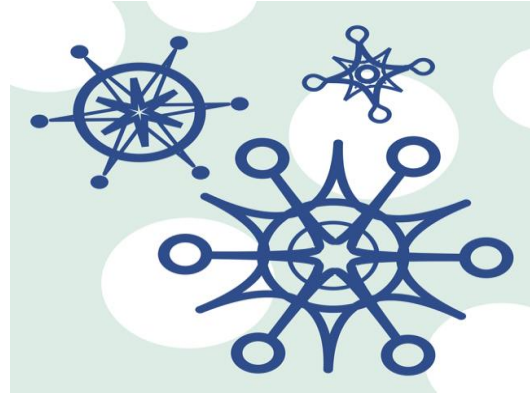
KMA - 960 – Shenandoah

KSIB - 1520/101.3 FM – Creston

KOAK, KCCI, WOI.

If severe weather occurs (heat or winter conditions) after school is in session and there is a question as to whether school will be dismissed, please check with the above radio & TV stations. You may also sign up for email and cell phone alerts at snowcap.com.

Students should know where to go in case of early dismissal. Extra-curricular activities or practices scheduled for the day or evening when school is cancelled or dismissed early are cancelled.



Student Behavior/Discipline

DISCIPLINE POLICY AND CONSEQUENCES

Students at Corning Elementary School are expected to treat the school staff, fellow students, and the school building with respect. This can be achieved when parents take an active role in guiding their child's behavior.

The following are school-wide rules, which we believe create a positive school climate, in which all students can work in a safe environment that is conducive to teaching and learning.

1. Be on time
2. Be fair and courteous
3. Practice safety
4. Respect other people and property
5. Do your work
6. Ask for help when needed

The following will be addressed with the consequences listed below them. These rules will be in effect in all areas of the school setting.

Inappropriate Language

Language which is not proper or acceptable for the school setting is considered inappropriate language. Certain gestures, swearing, demeaning slang terms, and/or name calling are examples of unsuitable language for the school environment.

Disrespect

Disrespect may be a verbal or non-verbal action, student to student, or student to adult, including threatening or intimidating another student. It may be refusal to comply with a supervisor's directions. An activity that is carried on to the extent that it interferes with the school setting may be considered disrespectful.

Physical Confrontation

Physical confrontation is any type of body contact that has the potential to cause physical harm to another or to threaten physical harm to another.

Classroom Behavior

A student may be removed from class if he/she creates a disruption in class. (Disruption is defined as behavior which prohibits teaching from taking place, defying a teacher, or refusal to follow a teacher's directions.) Repetitious misconduct in a class may result in removal from class. Parents may be called to come get their child or to conference with school personnel.

Possible Consequences:

The principal reserves the right to escalate through the list according to the offense.

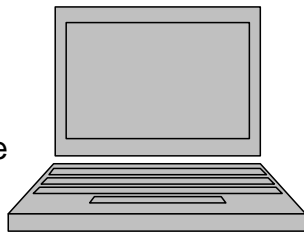
1. Principal's office; student calls parents. Conference with parents, if needed, is set.
2. Community Service; this service is performed around and outside the school or may be given by teachers to help in their rooms.
3. PM detention (3:30 - 4:00) for 1-3 days; parent conference as needed. Maximum of 1-3 detentions at this step. Certain conduct may warrant a detention. Failure to show for a detention will result in a double detention. A second failure to show will result in an in-school suspension.
4. In-school suspension 1-3 days; parent conference as needed; juvenile counseling at the discretion of the principal.
5. Out-of-school suspension 1-5 days; parent conference to plan what the student's responsibilities will be while out of school. At the end of the suspension time, the student and parent will return to school and discuss with the principal and teacher their written plan for improved behavior (School Board Policy 503.3). Out-of-school suspension is one of the most serious consequences a student can receive. School administrators have the power to suspend any pupil who willfully and persistently violate school regulations or when the conduct of such pupil is injurious to the operations and/or facilities of the school. A parent conference is required before the student is allowed back into a regular school program.

BEHAVIOR AT EVENTS

All students are to display good conduct and sportsmanship at all school functions whether home or away. (School Board Policy-503.1) Students attending activities are expected to stay seated, using appropriate spectator behavior, throughout the event. Students are not allowed to run around or play because this is distracting to those paying to attend. When needed, please enter/exit during breaks between parts in a program.

COMPUTER MISUSE

Willful abuse of the computer, keyboard, monitor, and/or printer by any student will result in a discipline referral submitted to the principal. An Acceptable Use Policy for computer use must be signed by a parent/guardian and student before the student has access to use the internet. Students who surf the internet for illicit materials or compose it, will be subject to disciplinary action. Damage to computers, related equipment, or the network may result in restitution for damages and suspension from school.



TOBACCO - ALCOHOL - DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of twenty-one and all students

regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include in or out of school suspension. Such violation may also be reported to local law enforcement authorities.

VANDALISM

School property belongs to the community. Deliberate damage to buildings, desks, and other school property will not be tolerated. Such damage will be paid for by the student at a cost established by the superintendent. The student may be subject to additional discipline.

Window breakage at school happens by accident and by design. If a student breaks a window, a letter will be sent to the parents requesting they take the responsibility for financing the replacement (School Board Policy 503.6).

WEAPONS

Knives, weapons, guns, dangerous items or look alikes are not permitted at school. If weapons or dangerous items are found in the possession of students, items shall be reported to law enforcement officials and the student will be subject to disciplinary action, including suspension or expulsion (School Board Policy 502.3). Students are also forbidden to have lighters, matches, or other incendiary devices.

Playground



Play periods are supervised by teachers and paraeducators. Some students are inclined to want to stay in even during nice weather. All students are expected to go outdoors unless the weather is severe, then all students will remain indoors. A NOTE IS REQUIRED FROM PARENTS IF A STUDENT IS TO REMAIN INSIDE BECAUSE OF HEALTH REASONS. After the 2nd day a doctor's excuse is required.

Playscape Rules

Students will be seated when sliding down slides

One person at a time going down the slide.

Students will not go up slides

Students will have only 2 people (3rd & 4th) 1 person (5th & 6th) on a tire swing and must remain seated and not fly around on the outside of it

Students will go down elevator and not up elevator

Students will not throw gravel or rocks

Students will not climb or jump over railings

Students will not climb up sides of playscape

Students will not climb in castle peaks

One person at a time may use T-bar slide.

Do not push anyone on the T-bar slide.

Do not push people off the ledge climber.

Do not stand on the picnic tables.

Do not run in the playscape during the large group recesses.

When swinging, please slow down before leaving the swing.

Playground Rules

Obey and respect all adults supervising

Walk to the blacktop when on the sidewalk by the classrooms

Stop play activity upon hearing the first whistle

Line up upon hearing the second whistle

Do not run in front of the swings.

Take turns to assure no one gets hurt

Use playground equipment properly

No interfering with games or play areas of others

Jump ropes are only for jumping rope.

No tackle games

No dodge ball

No throwing snowballs or snow

Use grassy areas for tag games

No hanging on basketball hoops, tennis nets, or chain link fences

Monkey bars are to be one person at a time

No baseballs (K-6)

No playground equipment will be allowed to be brought from home

No spitting on school grounds.

Recess balls should not be kicked when all students have to be on the hard surface

Out of respect for students in classes, balls are not to be kicked or thrown against the building. Students are to refrain from peeking in the windows.

Consequences For Any Grade Level For Minor Infractions

- Reminder of rules
- Sidelined from activity the rest of period
- Removed from playscape
- Lose whole recess
- Detention

All play activities are to be safe and cooperative. The playground supervisor reserves the right to escalate through this list according to offense.

Sledding

Stop before the sidewalk. One rider (seated, facing forward) per sled. Let each single rider on a sled be free without holding another sled. Walk up the sides of the sledding area to leave the "runs" free of footprints and climbers. Crashers will stand for the remainder of the recess. Snow pants and boots are needed for sledding.

Please note: There will be no supervision on the playscape or playground area after school is dismissed. The school building will be closed to students after dismissal.

DISTRICT BUS REGULATIONS



The safety of every child on our buses is of great concern to all of us. Every precaution will be taken by the school to insure that the children arrive at their destination safely, but this takes the cooperation of all parents. The safety of everyone is the sole purpose in setting up the following regulations governing the behavior of all students. These are not difficult to obey nor are they unreasonable, and if every student does his/her part, the trips to and from school can be a lot of fun. The school district may utilize cameras to monitor bus behavior.

Rules for students who wish to ride on the school bus:

1. Students should be ready for the school bus when it comes to a stop. If the driver has to wait for every student, he/she will be off schedule. The driver will attempt to maintain the same schedule every day.
2. Students may have the opportunity of selecting the seat where they want to sit. Bus drivers reserve the right to assign seating on their buses. It might be necessary for a driver to assign another seat should the student misbehave. Students from other buses riding on a bus will have the opportunity to sit with their friends. Also, students riding a different bus home will need a pink bus permit slip to give to the driver. This helps to make sure that the student is on the correct bus. **ALL ELEMENTARY BUS RIDERS ARE REQUIRED TO GET ON/OFF THEIR BUS AT THE ELEMENTARY BUILDING.** Students may not ride the bus to the JH/HS without written permission from the office.
3. Students must board the bus in an orderly manner and find his/her seat at once. The buses are filled to capacity this year. Students should find a seat quickly and sit down.
4. Students who must board the bus from the opposite side of the road must wait for the bus to come to a complete stop and wait for the driver to motion you across. Also, when leaving the bus to cross the road, wait at the front of the bus for the driver's signal to cross (never cross in back of the bus).
5. Going from one seat to another, throwing things, roughhousing, yelling out the windows, extending your head or arms out the window, etc. will absolutely not be allowed.
6. Nothing should be torn up or thrown on the floor. Under no circumstances should objects be thrown out the windows. Each student should do his/her part in keeping the bus neat and clean.
7. Students caught breaking or defacing any part of the bus will be held liable for its repair or replacement and may be denied the privilege of riding the bus.
8. Students are under the authority of the bus driver and must obey him/her. The Administration will back the driver up, and they have been instructed to turn in every student who does not cooperate.
9. Those who fail to act like ladies and gentlemen, or who create a disturbance on the bus will be subject to the following treatment:

- 1st Offense: The driver will make out a report on a report blank and the student will have the building principal's signature within three (3) days in order to continue to ride the bus. Parents will be sent a copy of this report.
- 2nd Offense: The student will not be allowed to ride the bus until the parent and he/she comes to the building principal's office for a conference. Parents will be mailed a copy of this report.
- 3rd Offense: The privilege of riding the buses to and from school will be taken from the offender for a month. Parents will be mailed a copy of this report.
- 4th Offense: The privilege of riding the buses to and from school will be taken from the offender for the remainder of the school year. Parents will be mailed a copy of this report.

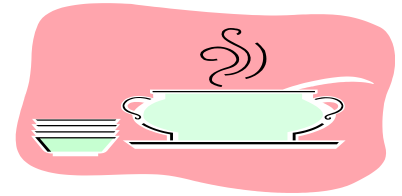
Any student or parent who has a problem or a question should feel free to contact the driver, Director of Transportation, or the Superintendent of Schools. We will try to do everything possible to make this year's transportation on school buses as safe as possible (School Board Policy 712.1).

School bus evacuation will also be scheduled so students will learn how to properly exit the bus in an emergency (School Board Policy 304.5)

TRANSPORTATION CHANGES

Parents are to inform the bus driver if their child does not plan to ride the bus. The bus barn telephone number is 322-4483.

Food Service



BREAKFAST/LUNCH FEES

Lunch is available for kindergarten through sixth grade. Students may bring a sack lunch, however, NO POP is allowed in the cafeteria by students.

Lunch and breakfast may be paid in the office on a daily, weekly, or monthly basis. It is expected that meals will be paid for in advance. The computer accounting system will keep track of meals and the office will give students a note to take home when funds are due (School Board Policy 711).

Applications for free and reduced priced meals are available in the office. Applications must be renewed each year.

<u>Students:</u>	<u>Single Purchase</u>	<u>Multiple Day Purchase</u>	
Breakfast	\$.85 per day	\$4.25-5 days	\$17.00-20 days
Lunch	\$1.40 per day	\$7.00-5 days	\$28.00-20 days
<u>Adults</u>	\$2.80 per day		

Note: The price of the lunches may be increased during the school year upon approval of the Board of Education.

CAFETERIA

All students will remain in the lunchroom until dismissed. Classroom teachers will go over lunchroom rules with students on the first day. Adult staff on supervision are in charge during lunch periods. Any allergies affecting eating habits of a student shall require a doctor's note to be on file with the office.

EATING LUNCH WITH YOUR CHILD

Parents are welcome to come eat with their children after September 1. **Please call by 9:00 AM to make reservations and to be added to the lunch count.** Sign in and pay for your meal at the office when you arrive. It is appreciated when in the building, parents wear no hats.

LUNCHROOM RULES

Students will remain orderly and quiet in the serving line.

Conversations during the meal are to be at a low volume level.

Students will not trade or share food.

Students will clean up his/her own area.

Students will not throw food.

Students will follow supervisors' directions.

NO POP is allowed in the cafeteria by students.

Students violating the above rules are subject to immediate removal and/or community service or other appropriate consequences as deemed necessary by supervisors.

LUNCH BALANCE POLICY

Balances must be kept current. Students electing to eat school breakfast/lunch will be allowed to charge up to: \$14.00 regular lunch students / \$4.00 reduced lunch students.

If at any time, the account is extended beyond this amount, the student will not be able to eat school breakfast or regular school lunch until the account is taken care of. Students will be offered a peanut butter sandwich and a carton of milk at lunch.

Reminder: You may check Powerschool for your child's lunch account balance.

Medical Information



ADMINISTERING MEDICATION

Absolutely no medication should be administered by school personnel or the nurse unless written permission from the child's parent and the following recommendations have been met:

Prescription Medication:

1. The drug must be in the original container, prepared and labeled by the pharmacist, clearly showing the name of the child, name of the medication, time of day that it is to be given, duration it is to be given, and the name of the doctor.
2. Written permission with the parent's signature must be on file.
3. Under no circumstances will the drug be furnished by the school.
4. All medication shall be left in the charge of the nurse to be given at prescribed periods.
5. The registered nurse may contact the student's doctor if there is any question regarding the administration of the medication.
6. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reasons therefore.
7. All medication shall be sent home with the student at the end of the school year. Controlled substances, such as Ritalin, shall be picked up by a parent at the end of the school year. The controlled substances that are not retrieved by a parent at the end of the year shall be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness and placed in the cumulative folder of the student.

Non-Prescription / Over-the-Counter Medication:

1. Written permission with the parent's signature giving the student's name, name of medication, dosage, and times of administration should be on file.
2. The medication shall be provided by the parent in the original container labeled by the manufacturer.
3. Under no circumstances should the medication be furnished by the school.
4. All medication shall be left in charge of the nurse or school official to be given to the child at the prescribed periods.
5. A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.
6. The registered nurse may determine that such medication should not be administered to the student. In such cases, the nurse shall attempt to contact the parent verbally. If the nurse determines that such medication should not be given, the nurse shall then notify the parent or guardian in writing that the medication was not given and the reason.
7. All medication shall be sent home with the student at the end of the school year. Students will be notified to pick up their medication. Any medication that is not retrieved shall be destroyed by the school nurse.

COMMUNICABLE / INFECTIOUS DISEASES

Students who have infections 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 chicken pox, conjunctivitis, impetigo, head lice, ringworm, strep throat, etc.

HEALTH SCREENING

Throughout the year, the school district sponsors health screenings for vision, hearing, scoliosis, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade level included in the screening is determined by the type of screening and the appropriateness to that grade level.

ILLNESS AND INJURIES

If a student becomes ill at school and is unable to do school work or has a temperature of 100 degrees or more, parents will be contacted to come and pick up the student. When ill, it is the parent's responsibility to make arrangements for pick up of ill children who

should not remain at school because it poses an unhealthy situation. After 24 hours fever-free, the child may return to school. If a student is injured at school, he/she is to immediately inform the teacher or person on duty. The teacher or nurse will decide whether the student needs medical treatment and whether parents need to be notified (School Board Policy 507.4).

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

DIAGNOSING ILLNESS

In Iowa, only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is reason to suspect a possible health problem, the child's parents should be notified with the suggestion that the child be seen by a doctor.

Educational Information

MONITORING PROGRESS

Each teacher will evaluate a student's academic achievement in the class. If a teacher believes a student needs added help he/she will call on the parent to find a time to work with the student so that the student can do his best. If parents do not have access to PowerSchool, progress reports will be printed and sent home when requested. If a student has any questions, he/she can ask the classroom teacher so he/she can receive all the help needed (School Board Policy 505.1).

PARENT/TEACHER CONFERENCES

Students will be formally evaluated four times a year (at the end of each nine-week period). Teachers will discuss progress with students and will send a report home to parents. At the end of the first nine weeks and at the end of the third nine-week period, parents will be scheduled for parent-teacher conferences to discuss the student's progress. Parents and/or guardians are urged to attend at this scheduled time.

HUMAN GROWTH AND DEVELOPMENT

Any parent may opt his or her child out of the Human Growth and Development Curriculum by coming to the Elementary School office and filling out a Human Growth and Development Excuse Form. The office will continue, as in the past, to attempt to keep parents informed prior to the instruction taking place (School Board Policy 603.4).

PROMOTION/RETENTION OF STUDENTS

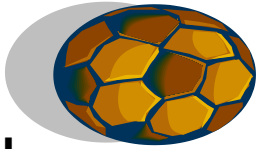
Children will be placed at the grade level to which they are best adjusted academically, socially, emotionally. The educational program shall provide for the continuous progress of children from grade to grade when possible. Some children may benefit from staying another year in the same grade. The teachers consulting with the principal, and/or the Instructional Consultation Team (IC- Team) shall make a recommendation to promote to the next grade or retain for another year the students in his or her classroom. This decision will be based on the student's academic performance, maturity, age, achievement test scores, Light's Retention Scales, and, of the most importance, what is best for the student.

Parents will be notified as early in the year as practical of the possibility of retention of their child, at least by third quarter conferences. This will be followed by parent conferences and progress reports, with the final determination of promotion or retention made at the end of the school year. In case of a recommended retention, the parent will sign a support/denial form to be put in the student's permanent records. (School Board Policy 505.2)

TITLE I MATH & READING

Title I program is available in the area of Math and Reading. Students will be identified based on multiple criteria. The Title I Policy paper is in this handbook.

PHYSICAL EDUCATION



Physical education is a required class according to Iowa law. Each student must participate unless a doctor's statement to the contrary is presented to the office (School Board 603.5).

ENGLISH LANGUAGE LEARNERS

It is the policy of the district to identify and provide programming for students of limited English proficiency. When new students register, the district will identify those students from homes where English is the second language, so that they can be evaluated for possible ELL educational assistance.

EXTENDED LEARNING PROGRAM (ELP)

In order to meet the special needs of the above average learner Corning Elementary offers special enrichment opportunities for identified students. Activities may include: competition, extended learning opportunities, and reading discussion groups.

SUPPORT SERVICES--AEA SERVICES

To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be

contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, School Psychologists, and Special Education Consultants. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the GHAEA staff with a particular student a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement direct or indirect, GHAEA staff are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child).

No Child Left Behind Parent Notification

Parents/Guardians in the Corning Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I programs. Parents/Guardians may request this information from the Office of the Superintendent by calling 641-322-4242 or sending a letter of request to Mr. William Stone, Superintendent, 904 8th Street, Corning, Iowa 50841.

School Supplies

The following is a list of the basic materials and supplies required by each grade level. Individual teachers may have a few other requirements which they will tell the students about during the year. Students are responsible for having the proper supplies at school as required by the teacher. Each item should be marked with the student's name unless otherwise noted.

All Students: Shoes are needed for gym activities.

Kindergarten

- 2 boxes 8 ct. small crayons (preferably Crayola brand)
- 1 box 24 ct. small crayons (preferably Crayola brand)
- 2 - 70 page spiral notebooks
- 3 small glue sticks
- 1 large pink eraser
- 1 pair blunt scissors
- 6 regular size pencils
- 1 small school box
- 1 lg. backpack (no wheels)
- 1 lg. old t-shirt for art
- PE shoes and socks (may be left at school)
- 1 red & blue folding rest mat (no blankets, pillows, etc)
- 2 hand sanitizers with pump (no foaming type)
- 3 large boxes Kleenex (to be shared with class)
- 1 large box qt. size sliding zipper food storage bags
- 1 large box gallon size sliding zipper food storage bags



*FAB 5 cold weather clothing: coat, hat(2), gloves (2-3 pair), snowpants, and boots.
Please print name on school box, resting mat, art shirt, backpack, and all clothing

1st/2nd

Community List-The following items will be shared within the classroom. Please do not write your child's name on any of these items.

- 1 glue stick
- 1 dozen #2 pencils
- 2 large pink erasers
- 3 boxes of Kleenex
- 1-12 oz. pump bottle hand sanitizer
- 1-1 subject wide-ruled spiral notebook
- 1 sturdy 1 inch 3-ring binder for portfolio use (incoming first graders or students new to the district only)
- 2-2 pocket folders
- 1 box of 24 crayons
- head phones or ear buds (can be found at Dollar General)

Individual List-These items should be labeled with your child's name. He/she will be the only one using these items. PE shoes, Art shirt, School bag.

3rd/4th grade

Community List: The following items will be shared within the classroom. Please do not write your child's name on any of these items.

- | | |
|--|-------------------------------|
| 1 package yellow #2 pencils | 1 box of crayons |
| 1 box of colored pencils | 3 glue sticks |
| 1 package pencil top erasers | 1 large eraser |
| 1 package of markers | 1 two inch size 3 ring binder |
| 2 stenographer's notebooks (6X9 with spiral top) | |
| 3 large boxes of Kleenex to share with the class | |
| 1 container (35 wipes) antibacterial Lysol type wipes | |
| 2 composition notebooks | |
| 1 pkg. loose leaf paper – wide ruled (150 count) | |
| 1 bottle of hand sanitizer | |
| 1 two inch size 3 ring binder | |
| solid color plain 2 pocket folders: 1 red folder, 1 blue folder, 1 yellow folder, 1 green folder, and 2 purple folders | |

Individual List- These items should be labeled with your child's name. He/she will be the only one using these items. PE shoes, Art shirt, School bag.

5th/6th

- | | |
|--|-----------------------------|
| #2 pencils – 2 dozen | Package of loose-leaf paper |
| Blue or black pens | Markers |
| Three large boxes of Kleenex | Colored pencils and crayons |
| 6 folders with pockets | Scissors |
| Glue stick & regular glue bottle | |
| Multi-colored highlighters (specifically pink, yellow & green) | |
| 4 single-subject spiral notebooks | |
| 2 larger multi-subject notebook | |
| used colored pencils or markers for Spanish community materials (optional) | |
| Hand sanitizer | Bottle of rubber cement |
| 1 ½ inch white binder with plastic sleeve on outside | Sticky notes (any color) |
| Steno notebook (spiral @ top) | |
| Mechanical pencils (optional) | |
| NEW Plain black t-shirt that will fit all year (can be purchased at Graphic Ideas) | |
| 1 fabric maker (color-your choice-must be light to show up on black t-shirt) | |

ADMINISTRATIVE NOTICES

ACCESS TO STUDENTS

To insure the safety of our students, the school administration, teachers, and staff will make a reasonable effort to see that students are released only to parents and/or guardians who have legal custody of the child. If a parent, other than the home providing parent, calls upon the school to talk with a student or attempts to communicate with the student by way of the telephone, the school official in charge will grant such permission only if he/she believes it is in the best interest of the student, and if it does not interfere with the normal educational process. If a parent, other than the home providing parent, asks to pick up the child, or in some way be in charge of the student, the school official will require proof of custodianship. This proof may be a court order, divorce decree, the home providing parents personal request, or by police action.

Persons other than parents and/or guardians requesting to communicate with students or to take custody of students are to make their requests through the principal's office. The principal will determine the access upon the merits of the request, and the decision will be for the welfare of the student. BOTH parents have the right to examine their son's or daughter's record unless their son or daughter is over 18 years old.

ACCESS TO TEACHER/SUBSTITUTE INFORMATION

The No Child Left Behind Act of 2001 requires the following information be available to parents, if interested. It can be obtained through the district offices.

- Professional qualifications of teachers and state licensing criteria for subject area and grade level.
- Degrees and certifications held by teachers and areas of discipline.
- Qualifications of paraprofessionals providing services to students.
- Teachers who are not fully qualified or teaching under conditional licenses.
- Information on student's performance level on each state assessment.
- If their student is placed in a Limited English Proficient Program

EDUCATIONAL RECORDS AND NOTIFICATION

The Corning Community School District maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, aptitude tests, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Certain persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Those who have access: school officials, teachers, and AEA personnel with a legitimate education interest; representatives of state and local government when auditing and evaluating Federal educational programs; organizations which process and evaluate standardized tests; accrediting organizations for accrediting purposes; parents of dependent children regardless of the child's age; appropriate

parties in a health or safety emergency. Any other access to student records shall be only upon written consent of students parent/guardian or upon court order or legally issued subpoena.

Information from student's educational records, designated as directory information by the school district in compliance with board policy, "Student Directory Information," may be released without the consent of parents. Parents will have an opportunity to deny release of directory information without their consent. It shall be the responsibility of the Superintendent to approve parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the Superintendent to determine the method of notice that will inform parents. (School Board Policy 506.2) It shall be the responsibility of the principal under direction of the board secretary to approve requests for access to student records. Students' educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged (School Board Policy 506.1). If a release of information is desired by a person other than a custodial parent/guardian, a release of confidential information form must be signed at the office by the custodial parent/guardian.

ADMISSION OF STUDENTS FROM OTHER SCHOOLS

Students entering the Corning Elementary School by transfer from private or parochial schools or from schools outside the Corning District shall submit evidence of achievement on the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of examination of his/her previous record, on the basis of achievement tests administered, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustment desirable.

TRANSFER TO OTHER SCHOOLS

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent. Parental consent is not necessary to forward records to a student's new school district or for the school district to request them from a previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's 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. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name, address, 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.

MANDATORY REPORTING

The Code of Iowa, Chapter 235 A.3, requires all school employees to report suspected child abuse or willful neglect. When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services.

NON-DISCRIMINATION

It is the policy of the Corning Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment practices as required by Title VI & VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Inquires regarding compliance with Title IX, Title VI and Section 504 issues may be directed to: High School Principal, Equity Compliance officer, 904 8th Street, Corning IA 50841; Phone 1-515-322-4245; to the Director of the Iowa Civil Rights Commission, Des Moines; or to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri.

EDUCATION EQUITY

The Corning Community School District shall provide equal opportunity to all district employees and applicants for employment in accordance with equal employment opportunity laws, directives, and regulations of federal state and local governments and agencies. Corning Community School District shall take affirmative action in the recruiting, appointing, and advancing of women, minorities, and the disabled. All applicants for employment who meet or exceed the qualifications established by the Board, Administration, and the Iowa Department of Education for the position for which they apply will be given consideration for employment. The Corning Community School District Board of Education shall consider the veteran status of the applicants in keeping with the law.

Inquires by employment or applicants for employment pertaining to equal employment opportunities and/or affirmative action shall be directed to the Affirmative Action Coordinator, which is the high school principal and may be addressed to the following:

High School Principal
Corning High School
Corning, Iowa 50841

Written inquiries may be directed to the Iowa Civil Rights Department of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri instead of, or in addition to the inquiry to the local district coordinator. Further information and copies of the procedures for filing a complaint are available in the district's central office and each attendance center.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Corning Community School District by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and non-certified personnel, students, vendors, and any others having contact with the agency is prohibited. Persons found in violation of this policy will be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, termination, or other sanctions as determined by the board.

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the Corning Community School District to respond promptly to allegations of abuse of students by school employees. The district will investigate any allegation and process the complaint or allegation confidentially to the maximum extent possible. The Corning Community School District has appointed a level-one investigator and an alternate. The district has also arranged to have a trained, experienced professional to serve as a level-two investigator. The building principal will serve as the level-one investigator.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a students, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. Items of contraband may include but is not limited to non-prescription controlled substances, such as cocaine, marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

SCHOOL AND NON SCHOOL PUBLICATIONS

Official publications such as the school newspaper, yearbook, and other publications created for publication at school must be submitted to the student editor for approval prior to distribution. School and other publications, which are obscene, libelous, or slanderous, shall not be expressed, published, or distributed in any official school publication. Materials that encourage students to commit unlawful acts, material and substantial disruption of the school shall not be expressed, published or distributed in any school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy. Opinions and other articles published in an official school publication are not an expression of school policy. District employees, officers, directors, and agents can be not held civilly or criminally liable for any expression made or published by students unless the school

employee, officer, director, or agent interfered with or altered the content of the student's speech or expression and then liability may only be imposed to the extent of the interference of the alteration of that speech or expression.

HOMELESS CHILDREN

In order to provide and enroll possible homeless students, the district has posted the following poster throughout the community.

To: Whom it may concern
From: High School Principal
Corning Community Schools
Corning, Iowa 50841
641-322-4245
Re: Homeless Children

Anyone who is aware of a young person of school age, within the school district, who is not being served by an authorized educational program, please contact the school at the above phone or address.

EXPULSION: BOARD ACTION

Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly. Students whose actions are of such a serious nature as to warrant expulsion may be recommended for expulsion regardless of the number of, or absence of, any prior offenses.

A student upon reaching a five-day suspension will have his/her discipline record reviewed by the principal. Severity of the offenses may warrant further disciplinary action. A student, upon reaching a ten-day suspension will be taken to the board of education for possible disciplinary action.

PROCEDURES FOR LONG-TERM SUSPENSIONS AND EXPULSIONS

The board of directors, following a recommendation of the superintendent or building administrator, may suspend a student for a period of time to be determined by the board or may expel a student from school. Written notice of the charges prompting the administrative recommendation and notice of the district policy, rules, shall be mailed or delivered personally to the parent or guardian and to the president of the board. The president of the board shall schedule a meeting of the board of directors for a time within ten school days after the notice has been mailed or delivered. Not less than three calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date, and place for hearing.

The hearing shall be before a majority of the members of the board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor, or other representative of the student's choice and the administration and/or representative of their choice.

Parent Involvement Policy

Corning Community School District

2011-2012

It is the policy of the Corning Community School that parents of children participating in Title I programs shall have the opportunity to be involved 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 support 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 and also providing training and materials for parents to help their children.

1. This policy is distributed to parents through the Parent Handbook which is distributed to every family at registration.
2. One annual meeting is held for all parents of children participating in Title I programs. Additional meetings with
3. flexible times may be held throughout the year and be determined by parent suggestions.
4. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
5. 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 posted on the district's website, through individual reports given to parents at conference time, and through report cards.
6. 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 through news-letters, conferences and the annual meeting.
7. Parent recommendations are encouraged and responded to in a timely manner.
8. A school/parent /student 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.
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. 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.
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.

Providing all Corning Community School District's children with equal access to quality education is our 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.

See Corning School Board Policy
Code No. 505.81 Parental Involvement

Internet and Technology Acceptable Use Policy

Corning Community School District provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of Corning's district email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring. This policy pertains to the access and use of the district network and electronic mail system for electronic communications and storage and printing of data. The term network refers to not just the Internet connection but to all computers, resources, printers, servers, e-mail, hardware, and software of the Corning Community School District. There are no user fees for this Internet Access.

Individuals Covered

This policy applies to all persons accessing and using district electronic network and mail systems. These persons include students, faculty, staff, and use privileges extended by the district given the availability of these systems. A user does NOT own their network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. DON'T MISUNDERSTAND. Your access to computing resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

Purpose of Providing Internet Access

The purpose in providing Internet access to the students and staff of the Corning Community School District is to encourage educational use through access to electronic resources and breed familiarity with tools of technology.

Purpose of Policy

In order for students and staff to use Corning's network they must abide by the guidelines set forth in this Network Use Policy. If for any reason a parent or guardian does not want his/her student to have Internet access then he/she must provide written notice to the school. It is a general policy that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using Corning's network, users acknowledge their understanding of the general policy and guidelines as a condition of using the Corning Community School District facilities and Internet access.

Introduction: Basic Guidelines

Internet access is coordinated through a complex association of government networks. Smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines and in order to have continuing access, it is important that you understand and agree to these guidelines. A violation could mean termination of an individual's privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is

impossible to control all materials and an industrious user may discover controversial information. The Corning School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The Corning Community School District reserves the right to change these rules at any time without notice.

Students will use the Internet only under teacher supervision. Students are not to be in Labs unsupervised. Corning Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users' folders, observe screens of users, and read email and block what the district considers to be inappropriate sites.

The Corning Community School district does have Internet filtering hardware and software in place and active on the network. This hardware and software will be used to filter access to inappropriate material via the worldwide web and email communications. Although filtering does block most inappropriate sites, it is imperative to note that it is nearly impossible to filter all inappropriate sites. If a user encounters what he/she may question as inappropriate material via the worldwide web or email, then he/she must notify a teacher or the network administrator immediately. No user shall attempt to bypass any filtering techniques. Corning Community School District will comply fully with any investigation concerning or relating to network activity. It is the responsibility of each user to notify the technology director if he/she believes that his/her password is known to others and if any user files have been altered.

Copyright Statement

The Corning Community School District strongly condemns the illegal distribution and copying of intellectual material. Any user caught transferring, copying, or selling these files or software in whole or in part, will face immediate termination of their license or access privileges for the remainder of the year. Software piracy is a federal offense and is punishable by fines or imprisonment.

Reminders for all Internet Users Regarding Violations

The following violations may lead to disciplinary action or loss of Network use privilege or both. This list is not complete.

- Sending abusive messages to others or using inappropriate language.
- Breaking Copyright rules or laws. Copying software.
- Creating or spreading computer viruses.
- Using another persons' name or password to access Internet or e-mail.
- Using home e-mail accounts in school.
- Accessing or altering another users' files without permission.
- Modifying in any way the districts' hardware or software.
- Placing illegal or inflammatory material on the Internet in the form of e-mail or web pages.
- Using the Internet from school for commercial purposes or product advertisement.

- Downloading ANY file without the permission of the teacher. This is true of sound, text, photos, movies, or any other files that would be transferred from one computer to another.
- Using the Internet or e-mail for political lobbying.
- Accessing chat rooms of any kind.
- Downloading, storing, copying, or printing files that are profane or obscene.
- Printing on school printers any material unless it is for educational use or directed to by a teacher.
- Posting any personal information about yourself, family, friends or others without permission. This includes phone numbers and addresses.
- Submitting your name, age, address, phone number, or any similar information to anyone over the Internet unless directed to do so by a teacher or other school official.
- Harassing any user through the use of their name, picture, or e-mail.
- Sending pictures that are personally identifiable without permission.
- Agreeing to a personal encounter with someone who may have contacted you online.
- Engaging in any online chat group or submit personal information to any online site, private or public unless under the direction of a teacher.
- Obtaining an e-mail account from the Internet (such as hotmail or yahoo mail). Only school approved email accounts are acceptable.
- Forwarding of messages that would be considered obscene or unacceptable by school district standards.
- Connecting to any site involved with gambling, alcohol, or drugs.
- Trying to break the security of the system or bypass safeguards put in place by the school district.
- Posing as or trying to log in as a network user other than yourself.
- Posing as or trying to log in as a network administrator.
- Attempting to “hack” into a server, computer, or network inside or outside of the district.
- Attempting to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher and the network administrator.
- Mail bombing or purposely overloading another user or system using e-mail.
- Playing games or downloading games online.
- Using email to inform other students about or give them information about tests, answers to quizzes, or other information that would be considered cheating.
- Posting other students work without that student's consent and knowledge or posting information anonymously.

Staff Guidelines

Faculty and staff are subject to the same standards, written or implied as outlined for students. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, and for assuring that students understand that if they misuse the Internet, they will lose their privilege. Teachers should model appropriate behavior and help enforce these Network Use Rules. Before posting any picture of a student to a web site, teachers must obtain a written letter of authorization to do so by a parent or guardian; a separate letter is needed for each picture.

Consequences of Inappropriate Use

The consequences of inappropriate Network use will depend on what that inappropriate use is. If the inappropriate use is a violation of this policy, the school will remove the users' Internet privilege for;

- 1st Offense 30 School Days
- 2nd Offense 90 School Days
- 3rd Offense 180 School Days

Each of the above covers school days, not weekends and days will be carried over from one school year to the next school year. Days during holidays are not included. If there is a violation, a letter outlining the violation will be sent to the parents or guardian by the building principal. All penalties are from the time of the violation. At that time it is expected that the student and the parent/guardian will discuss the appropriate use of the Internet and school resources with the student. Any stolen material will be confiscated or destroyed. If the violation involves the violation of civil or criminal law; local, state, or federal law, the student's violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or email, is the responsibility of the student and the student's parent or guardian.

Vandalism

Any physical vandalism of any network hardware, software, printers, computers, keyboards, etc. will be considered a violation of these network use rules with the same resulting consequences of lost network use privileges.

User Email Accounts

The Corning Community School District will grant an e-mail account to each of its staff members and also students enrolled in online classes provided by the Corning Community School District. This account is owned by the district and can be removed at any time. Students are to use this e-mail account when doing schoolwork and will be the only e-mail account used while at school. The account can be used from home. The account is good only for the duration of the school year and may be terminated as of the last day of school each year. Seniors and other users leaving the district will have their accounts disabled as of their final day of school. Users are responsible for their password and their account. At no time should one user give their password to another user. This will be considered a violation of the Internet User Policy. Users are not to use or allow others to use their e-mail account; to do so constitutes a violation of the Network User Policy. These e-mail accounts will be checked by the Corning Community School District. Any inappropriate use can result in the loss of the account as specified in the user policy consequences. Inappropriate use will be determined by the school district but could include, but is not limited to the items listed above. If there are messages you wish to save, save them in the appropriate manner. E-mail accounts are not to be considered private.

Enforcement

The District Technology Director is authorized to monitor the use of all district wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws.